Student Government Association Election
Candidate Application Packet

Election Week
April 19th (9am) through April 23rd (9am) 2010

Submit packet to the Student Life Office (Rollins Student Center, Room 112), by April 12, 2010
Dear Bucks Student,

Congratulations on choosing to run for a position in the Student Government Association a.k.a. SGA!

You may be a little intimidated by the paperwork, but don’t worry, if you are in need of assistance contact us in Student Life (215-968-8257 or cipriano@bucks.edu) and we will be glad to help.

SGA is a great way to help fellow students, network with staff and faculty, work on your leadership skills, expand your resume and leave your mark at Bucks!

SGA members will:

- Get to know Bucks County Community College in a whole new way!
- Have fun! No really, it is fun! Nothing is more rewarding than to see your ideas implemented at the College.
- Be taken seriously. We love to work with SGA students and listen to them.
- Build relationships with other SGA members, the college leadership, student organization members, and the student body. SGA is a popular group of students!
- Still have time for classes, social life, work, and family. Don’t worry, we know you are busy with life, so we try to focus on specific things and not everything!
- Hold meetings each Tuesday @ 12:30pm in the SGA office, Rollins Student Center, Room 111 to...
  - Approve new student organizations
  - Allocate approximately $50,000+ to Athletics, student organizations, student programming, and others
  - Solve student problems
  - Discuss ways to improve your College

I look forward to working with you!

Matthew J. Cipriano  
Director, Student Life Programs  
Bucks County Community College
EXECUTIVE BOARD

President

Vice President of Executive Orders

Vice President of Activities

Executive Treasurer

Executive Secretary

COUNCILORS

Councilor for Student Involvement

Councilor for Public Relations

Councilor for Clubs and Organizations

Councilor for Student Advocacy

Councilor at Large

BASIC REQUIREMENTS...see attached sheets for eligibility and terms of office

1. Be enrolled at Bucks County Community College for 3 (three) or more credits.
2. Have achieved at the time of his/her election or appointment, a cumulative grade point average of 2.0 or better. This provision will not apply to a student in his/her first academic semester.
3. Maintain thereafter a cumulative grade point average of 2.0 or better.
4. Must completely fill out all parts of the Election packet.
Eligibility, and Term of Office

A. Eligibility
   Officer or Councilor must:
   1. Be enrolled at Bucks County Community College for 3 (three) or more credits.
   2. Have achieved at the time of his/her election or appointment a cumulative grade point average of 2.0 or better. This provision will not apply to a student in his/her first academic semester.
   3. Maintain thereafter a cumulative grade point average of 2.0 or better.

B. Term of Office
   1. Executive Officers shall serve a one (1) year term running from the Annual Student Awards Luncheon in May, following the election, until the Annual Student Awards Luncheon in May of the following year. An incumbent officer who has served for not more than two (2) semesters and had the sincere expectation of being a student at Bucks County Community College for the entire following academic year may run for reelection. This does not include the President position, see Term of Office #3.
   2. Councilors shall serve a one (1) year term running from the Annual Student Awards Luncheon in May, following the election, until the Annual Student Awards Luncheon in May of the following year. An incumbent officer who has served for not more than two (2) semesters and had the sincere expectation of being a student at Bucks County Community College for the entire following academic year may run for reelection.
   3. Executive Officers and Councilors may not serve in the same office for more than two consecutive academic years. NOTE: The Office of the President is a one term position and may not be held by the same student more than one (1) term.
EXECUTIVE BOARD

President:
- Preside at Student Government Association and Executive Board Meetings
- Represent the Student Government Association in all dealings with the Administration, Faculty, or Board of Trustees.
- Oversee and coordinate all activities of the Student Government Association.
- Provide for the orderly conduct of functions of temporarily vacant offices.
- Organize and chair all meetings of the Student Judiciary Committee

Vice President of Executive Orders:
- Oversee the internal management of Student Association Affairs
- Serve as the Parliamentarian of Student Government Association
- Administer the process for declaring and filling vacancies, including impeachments proceedings
- Be a non-voting member of all sub-committees

Vice President of Activities:
- Achieve the goals and purposes of the SPB
- Organize and chair all meetings of the SPB
- Represent the SPB in dealings with the College
- Ensure the coordination and implementation of educational, cultural and social programs
- Act in accordance with the recommendations of the Executive Board.
- Appoint students to the Student Program Board committee with the approval of the executive Board
- Be a non-voting member of all sub-committees

Treasurer:
- Organize and chair all meetings of the Budget Committee
- Maintain accounts of all receipts and disbursements for the Student Government Association
- Maintain accounts of all receipts and disbursements for all Clubs and Organizations
- Maintain financial records and prepare regular financial reports as directed by the Student Government Association

Secretary
- Record minutes of the Student Government Association Meetings
- See to the timely dissemination of minutes to Student Government members and other interested persons
- Serve as exclusive custodian of the records of the Student Government Association

COUNCILORS

Councilor of Student Involvement:
- Recruit students to serve on College Committees
- Coordinate the task of advising the Administration as to student opinion, and, as required, ascertain student opinion through scientific sampling.
- Conduct any program of teacher or course evaluation that the Student Government Association may initiate

Councilor for Public Relations:
- Inform the student body of all Student Government Association activities
- Organize and chair all meetings of the Public Relations Committee
- Assist members of the Student Government Association with public relations
- Coordinate, as necessary, Student Government Association public relations events with the College

Councilor for Clubs and Organizations
- Serve as the liaison between the Student Government Association, Student Life, and all Clubs and Organizations
- Organize and facilitate all Clubs and Organizations meetings

Councilor for Student Advocacy
- Serve as the liaison between the Student Association and the Student Government Association
- Receive, and organize all Student Association concerns, comments, and questions
- Report valid and substantiated concerns, comments, and questions to the Student Government Association
- Research concerns, comments and questions and aid the Student Government Association in presenting responses and /or solutions
- Organize and chair all meetings of Student advocacy committee

Councilor at Large
- Serve, if appointed by the Student Government Association, as a temporary replacement for an Officer, or Councilor
- Perform other special assignments as the Student Government Association may direct
I certify that I am a candidate for the position of__________________________ in the Student Government Association, that I am eligible to serve, that I intend to continue to be a student at Bucks County Community College during the proposed term of office, and that, if elected, I will serve to the best of my ability. I understand that I may not qualify as a candidate for two offices, that I may be a write-in candidate for any office without a qualified candidate.

If elected, I hereby agree to serve the student body to the utmost of my abilities in accord with the responsibilities of my position and the Student Association Constitution. I agree to be available for a minimum of fifteen hours of leadership training.

Name ________________________________ Signature ______________________

Student Number ______________________ Telephone # ____________________

Email Address__________________________________________________________
STUDENT ASSOCIATION ELECTIONS
Submit packet to the Student Life Office by April 12, 2010

PETITION FOR ________________________________
This is the position in Student Government Assoc. you are running for.

YOUR NAME (CANDIDATE) ____________________________

Candidates are required to complete this sheet and file it in the Student Life Office. This nominating petition must contain the bona fide signatures of thirty Bucks County Community College students for officer positions and twenty signatures for those running for councilor positions.

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This information may be placed in/on the Election Web page, Centurion, and Voter’s Guide.

**General Info:**
Your Name: ____________________________  Hometown:__________
SGA position you are a candidate for:_______________________________
Your Interests:______________________________________________________
Future Plans: _______________________________________________________
High School: _______________  Grad. Year__________

**Bucks Info:**
How many semesters have you been taking classes at Bucks:__________
Your Major: ________________________
Things you have been involved in at BCCC: __________________________
____________________________________________________________________

**Campaign/Platform Essay**

A campaign or platform essay is an opportunity for you to share your abilities that you will bring to the position. You should include your reason for running for the position, the issues you would like to address during your term, and your qualifications for the position. Essentially, your essay should tell people why they should vote for you. The platform essay must be typewritten in M.S. Word and be no more than 75 words. Please have this submitted through email to cipriano@bucks.edu as an e-mail attachment by April 12, 2010.
Sample Campaign Statement:

The most experienced candidate should fill the position of President of SGA. As Student Advocate, I was strongly involved in the activities of Student Government and the student body. I also have experienced being a President as I have served as President of the pool club for the past year. When elected my mandate will be to ensure that the Student’s voice is not only heard, but that their concerns are addressed.
Candidate Election Agreement

I understand that the rules for candidates, campaigning and the election process are listed in the Election Code and I agree to comply with these rules. I further understand that my failure to follow these rules and regulations or to complete and submit the required information and materials by the deadline may result in the deletion of my name from the election ballot. I understand that my biographical information and picture may be used on/in the Bucks County Community College website, Centurion Newspaper, Election Ballot, and in promotional information pertaining to the Student Government Association Election.

Signature: ___________________________   Student #: ____________

Name (printed): ___________________________
1. 250 flyers will be allowed to be put up per candidate. This is for all 3 campuses.
   A. Each poster must be date marked Student Life Office stamp or UBC or LBC college officials.
   B. Flyers may be hung on bulletin boards and walls in the Rollins Student Center.
   C. Flyers must be hung neatly and will not overlap other material. If this occurs, the flyer will be removed.
   D. You must ask permission to put up any flyer in any departments glass bulletin board case or bulletin board on the BCCC campus.
   E. The Student Life Office reserves the right to remove any flyer that they feel is inappropriate or violates election rules.

2. Posters will be limited to 25 for each candidate (11 x 17). This is to cover all 3 campuses.
   A. Each poster must be date marked by the SLIC Office stamp.
   B. Poster size is 11 x 17.
   C. Posters may be hung on Bulletin boards and walls in the Rollins Center.
   D. No posters will be hung on doors with windows in them due to safety concerns.
   E. Posters may only be hung on bulletin boards in any other buildings. Ask a departments permission to use their bulletin board.
   F. Posters must be hung neatly and will not overlap other material. If this occurs, the poster will be removed.
   G. You must ask permission to put up any poster in any departments glass bulletin board case on the BCCC campus.
   H. The Student Life Office reserves the right to remove any flyer that they feel is inappropriate or violates election rules.

3. Tickets (Tickets are slips of paper handed out THIS IS NOT A BALLOT)
   A. Tickets will be handed out only on the 7 days of the election.
   B. Tickets may be handed out throughout each campus. No tickets may be placed on any vehicle. Candidates may not leave tickets on the voting tables.
   C. Guidelines for election tables: If the voting tables are used, no person may hand out material within 15 feet of the polling areas. Voting tables consist designated computers available for voting. On all the campuses you may not hand out tickets inside that designated room/classroom.
   D. You may attach your ticket to the Election instructions and hand them out together. This will help place the directions on how to vote online in a voters hand while asking for a ticket vote.

(OVER)
E. Table tents are ONLY allowed in the Rollins Student Center, Founder Lobby, Upper Bucks Campus Building, or Lower Bucks Campus Building.

4. Handouts (This is any type of food or item that is used to encourage a student to vote for you or your ticket)
   A. Handouts will consist of candy only.
   B. Handouts will not take place around within 15 ft. of any polling area, or area restricted by the Director of Student Life
   C. Handouts will only be on the 7 days of the election.

5. Sidewalk Chalk
   A. Sidewalk chalk can be used on blacktop only. You **may not** write on any other surface. Permission must be granted by the appropriate facility director at the Upper Bucks Campus and Lower Bucks Campus.

6. Campaigning will only be done by candidates and current Bucks student volunteers. No family members or non-Bucks persons may help with the campaign.

7. The Student Government Association is making every effort to run the election with fairness, integrity, and honesty. A candidate who has concerns or grievances about the election or election process can contact the Election Committee at any time during the election. At this time, the candidate will express his/her concern and the Election Committee and/or Student Life will address the concern. Once this review is over, the concern will be considered addressed and is no longer grounds for appeal.
Student Government Association Campaign Suggestions
Updated 3/15/10

Objective:
Your objective as a candidate should be to meet as many of your fellow students as possible. You will want them to be familiar with your name, face, background, and ideas.

Actions:
1. Get to know the Student Government Association and its activities, strengths and weaknesses. You will want to be able to have meaningful conversations show others that you know what you are talking about. Copies of the Student Government Association Constitution are available on the SGA website.
2. The Writing Clinic (Library 121) is prepared to help you with your campaign statement for the Voter’ Guide as well as any other written campaign materials you might choose to make use of.
3. Campaign Posters may be placed on any bulletin board on the campus except those with a special purpose. All posters must be approved and stamped by the Student Life before they may be hung. Check the Election Posting Rules for complete posting details. Get permission from the Director of the Upper Bucks Campus and Lower Bucks Campus before posting at those sites.
4. Getting more than the required number of nominating signatures on your petition is one good way to get fellow students to feel that they have a stake in your candidacy.
5. Understand the On-line voting procedures and website so you can help other students.
6. Ask your teachers for a minute or two of class time to announce your candidacy.
7. Wear a lapel badge that announces in bold print that you are a candidate.
8. Forming a slate a.k.a. ticket and campaigning as a group is a legitimate tactic.
9. Make personal contact with as many voters as possible. Think of yourself as a product that you must “sell” to the student body. Talk to friends, casual acquaintances, classmates, and strangers. To help make the impression last, leave each voter a piece of campaign literature containing your name and a brief summary of who you are and what your ideas are.
10. When the polls are open, circulate through the campus encouraging people to go to an open computer and vote for you. You must follow the rules outlined in the Election Code.
11. Visit all campuses and campaign! Our Upper Bucks Campus and Lower Bucks Campus may not know as much about the candidates as students who go to Newtown. Get to know them and they will get to know you.
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 fraudulently or soliciting fraudulent voting.
5. 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.
6. Soliciting votes or placing campaign material in the designated voting areas of the Charles E. Rollins Center, Upper Bucks Campus, or Lower Bucks Campus. You will not be permitted to campaign in that area during voting period.
7. Soliciting biased or improper actions by members or volunteers of the Election Committee.