Student Government Association Election
Candidate Application Packet

Election Week:
April 7th (9am) through April 14th (9am) 2008

Submit packet to the Student Life Office by April 1, 2008
Student Government Association Elections

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 sheet 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 (this does not include President) and Councilors may not serve in the same office for more than two consecutive academic years. The Office of the President is a one term position and may not be held by the same student more then one time.
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 UPB
- Organize and chair all meetings of the UPB
- Represent the UPB in dealings with the College
- Ensure the coordination and implementation of educational, cultural, social, and recreational programs
- Act in accordance with the recommendations of the Executive Board.
- Appoint students to the Union 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 Office 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__________________________________________________________
Home Address _________________________________________________________
STUDENT ASSOCIATION ELECTIONS
Submit packet to the Student Life Office by April 1, 2008

PETITION FOR ________________________________
This is the office you are running for.

CANDIDATES NAME__________________________

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 councillor positions.

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Complete and return to the Student Life Office by April 1, 2008 if you wish it to be placed in/on the Election Website, 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 1, 2008.
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.
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 will 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: ___________________________ Date: _________________

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 by the SLIC Office stamp.
   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 the 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 set-up, no person may hand out material within 15 feet of the voting tables. 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 Brochure 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 my 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.
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 in the Student Life Office, Upper Bucks Campus, Lower Bucks Campus and 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 date stamped by the Student Life Information Center in the Charles E. Rollins Center 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 then 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. This will make students who may be unfamiliar with the system more comfortable with voting.
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 area encouraging people to go to the voting areas 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.
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.