On behalf of the students at Western Connecticut State University, thank you for your interest in serving as a student representative. The position for which you run for will afford you the opportunity to grow as a person and develop leadership skills.

This packet consists of the following forms and information. Please read everything carefully.

1. Elections Timetable

2. Elections Policies and Procedures. It is important for you to know and comply with these policies. Any violations of the election policies and procedures will lead to a review by the Judicial Board to determine the appropriate action.

3. Ballot Application and Intent to Abide Form – Make sure you complete this form carefully.

4. Available Position List- This sheet indicates what positions you may run for and the requirements for each position. If you have any questions, please feel free to ask.

All Ballot Application and Certification Forms must be returned to the Center for Student Involvement (SC 227) by 5:00pm on Tuesday, March 5th, 2019.

An information session will be held in SC 216 Tuesday, February 26th at 7:00pm if you have any questions regarding the application. No late applications will be accepted. Do not just drop off the application. Make sure you receive a receipt from a staff member in the office.

The official ballot will be posted on Monday, March 18th, 2019 by 5:00pm. If you have any questions please contact Genesis Hernandez, SGA Elections Committee Chair, at hernandez124@connect.wcsu.edu.

Thank you once again for your interest and good luck.
## Elections Timetable: Spring 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Election Packets available in SC 227</td>
</tr>
<tr>
<td>February 26&lt;sup&gt;th&lt;/sup&gt; at 7:00pm</td>
<td>Information Session</td>
</tr>
<tr>
<td>March 5&lt;sup&gt;th&lt;/sup&gt; by 5:00 pm</td>
<td>Deadline to submit Ballot Application</td>
</tr>
<tr>
<td>March 18&lt;sup&gt;th&lt;/sup&gt; by 5:00pm</td>
<td>Official List of Candidates Posted</td>
</tr>
<tr>
<td>March 19&lt;sup&gt;th&lt;/sup&gt; – April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Campaigning Begins</td>
</tr>
<tr>
<td>April 15&lt;sup&gt;th&lt;/sup&gt; – April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Elections</td>
</tr>
<tr>
<td>TBD</td>
<td>Inaugural Ball</td>
</tr>
</tbody>
</table>
Student Government Association Election
Policies and Procedures: Spring 2019

1. All candidates must submit the Ballot Application and Certification Form by the deadline as stated above.

2. Write-in candidates will NOT be accepted.

3. All candidates must abide by the provisions set forth in the Student Government Associations Constitution, By-Laws and Financial Resolutions as well as the policies here outlined.

4. Any candidate may spend up to $500 of his or her own money and/or donations. If a candidate is running for an executive board position as well as a senator position, he/she may spend no more than $500. The SGA requires that each candidate submit the receipts or copies to CSI within 72 hours of each individual expenditure and/or contributions for public review in CSI.

5. Candidates should review the list of available executive board positions to ensure that they meet the minimum requirements.

6. Candidates will be placed on the ballot in a computer-generated randomized order by the election buddy system. When the voting period begins, each student will receive an email from “Election Buddy Elections” titled SGA Elections containing a customized link to submit their vote. Once the ballot has been submitted the student will receive a confirmation email. Only currently enrolled students will be able to participate in the election.

7. No candidate for any office may slander or libel any candidate, reposition, deface, hide, or destroy campaign materials or have any affiliation to such acts.

8. The current sitting Judicial Board shall serve as the Elections Hearing Board. Any disputes concerning the election will be heard by said body. All complaints MUST be filed, in writing, prior to the result being certified.

9. Current members of SGA shall serve a term of one academic year and must run for re-election the following academic year.

10. To be elected to the position of Senator, each candidate must receive a minimum of thirty (30) votes.

11. In the case of a tie, a new vote will be held within two weeks of the certification of the tie.

12. Any student who is qualified according to the Student Government Association bylaws and constitution and who is enrolled at Western Connecticut State University for the following academic term may run for a maximum of one (1) Senator position.
WESTERN CONNECTICUT STATE UNIVERSITY
STUDENT ORGANIZATION POSTING POLICIES

The following policies are designed to ensure a smooth flow of information through the use of posted materials on University property. All WCSU students and University groups, as well as persons not directly affiliated with WCSU, are required to adhere to these policies.

❖ Posting of printed material is only permitted at University approved locations including open bulletin boards (that are not designated departmental boards), kiosks and sandwich boards. In consideration of others, only one flyer per event is permitted on each bulletin board. Any posting that covers or obstructs the viewing of another posting will be removed.

❖ Campaign free zones include but are not limited to the following: glass, doors, windows, sculptures or other art work, building exteriors, trash receptacles, lamp posts, department bulletin boards, trees, and poles. Any form of campaigning materials may not be placed on cars parked on/off campus.

❖ All campaign materials must adhere to the posting policy in accordance to the building.

❖ Adhesive stickers are expressly prohibited.

❖ The Housing & Residence Life Office must approve posting within a residence hall with a CULTURE stamp.

❖ Sodexo (WCSU Campus Dining) will allow campaign postings in the dining areas with the approval of the Center for Student Involvement.

❖ Chalking is NOT permitted in any location on the WCSU campuses without approval from the Center for Student Involvement and Facilities, Scheduling and Promotion.

❖ Obscene, pornographic, slanderous material or material that contains defamation is prohibited.

❖ All material must clearly state the name of the sponsoring organization(s).

❖ Newspaper boxes are only for the use of those organizations that placed them on campus. An organization wishing to place a distribution box on campus must have prior written approval of the Center for Student Involvement.

❖ Candidates are responsible for ensuring that their campaign materials are not in violation of any federal, state, local or University regulation, including laws and regulations concerning nondiscrimination.

❖ Ground stake signs are permitted with approval from the Center for Student Involvement. They may not be placed where they will interfere with normal operations of the University or where they would present a hazard. Stake signs may only be placed two days before the event and must be removed within 24 hours of the conclusion of the event.
Campus & Student Center Banner Posting Policy

❖ All candidates in good standing with the Center for Student Involvement may have banners hung.

❖ Banners must be approved by the Campus & Student Centers office.

❖ There are four inside and one outside location for banners in each building. The Campus & Student Centers staff will determine the location of each banner. Banners are subject to be moved from one location to another at the discretion of the Campus & Student Center staff.

❖ Banners must promote University events ONLY. Banners must contain appropriate content approved by the University (No profanity, generally inappropriate etc.).

❖ All Banners must have reinforced holes at the top for hanging. No banners will be permitted to be taped to the building.

❖ Banners may only be hung by Campus & Student Centers Staff or University.

❖ As a general rule, banners will only be hung within the allotted campaigning time. Student Organizations wishing to advertise for events that have great lead time (ie: trips, contests) may request that the banner be hung earlier.

❖ Banners must prominently indicate the University sponsor of the event.

❖ Banners may be no larger than 3 feet high by 5 feet 5 inches wide. Banner for outside display must be weather resistant.

❖ Banners will be available at the Information Desk within 24 hours of their removal.

❖ Unclaimed banners will be discarded every Friday.
Campaigning Code of Procedures

Section 1: Definition of Campaigning
Campaigning is defined as any of the following actions:
1. The distribution, mailing, or strategic positioning of literature or materials designed to directly influence the electorate’s choice.
2. The posting of advertisements, in any media, designed to directly influence the electorate’s choice.
3. Public speaking or written publications designed to directly influence the electorate’s choice.

Clause 1: Electronic Media
Candidate must ensure that all electronic media is not made available to the online public or promoted prior to the official campaign commencement date. Electronic media includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc. For example, simply having a website with the candidate’s name and the position for which they are running, or any variation thereof, would constitute a violation of these codes.

Section 2: Pre-Campaigning
Campaigning may begin on March 19\textsuperscript{th}, 2019. Absolutely no campaigning shall be done before this date.

Section 3: Campaign Literature
All campaign literature, including but not limited to distribution, mailing, Internet broadcasting, websites, networking sites (i.e. Facebook, Twitter, Instagram, Snapchat, YouTube, online polls, personal websites, email, etc.), and posting of literature or other materials are permitted forms of campaigning.

Section 4: Nature of Campaigning
Campaigning is not permitted that defames, slanders, or libels another candidate. No candidate may have any affiliation to such acts. No candidates may move, remove, re-position, deface, obscure or tear down any material other than their own or have an affiliation to such acts.

Section 5: Campaign Limitations
Campaign Limitations shall include the following:

A. All computer labs on campus shall be campaign-free zones.
B. In all cases the WCSU Libraries shall be campaign-free zones.
C. During elections, there shall be no campaigning within 75 feet of designated campaign free zones mentioned in subsections A and B.
D. In addition, there is no campaigning inside the SGA Office.
E. In Residence Halls, only print material approved by the Department of Housing and Residence Life is permitted. Campaigning door-to-door and campaigning at the front desk is strictly prohibited. Candidates may not campaign in, around, or near the residence halls unless holding a program approved by the Director of Housing and Residence Life. No campaign material may go door-to-door or be present at the front desk.

Section 6: Candidate Endorsement
Candidates are permitted to approach Student Clubs and Organizations for endorsement. Candidates must submit Club or Organization meeting minutes to the Center of Student Involvement proving their endorsement from the Student Clubs or Organizations prior to publicizing any endorsed or sponsored material. Candidates are expressly prohibited from requesting and/or accepting financial contributions from any Student Clubs and Organizations or members thereof.
Senator Position Description & Requirements

Senator: One (1) senator seats per school and all available at-large senator seats can be appointed this semester. This position serves as the legislative branch of the Student Government Association as defined in the Governing Documents, including 3 office hours a week, 2 committee appointments, and attend 4 SGA coordinated events. Candidates must have a minimum grade point average of a 2.5 at the time of election and throughout the term of office.

Please see attached list of Senator Requirements for an outline of specific duties.

Senator Requirements:

- **Attend regularly scheduled SGA meetings and any special sessions set by the President in appropriate business attire.**
  - After two (2) SGA meetings are missed without an excusal the Senator will be called to hearing by the Senator Review Committee, within one (1) week of the violation.
  - The Senator Review Committee will place said Senator under a thirty (30) day Developmental Period, unless there are outstanding circumstances, and the Senator Review Committee votes to waive the Developmental Period.

- **Attend all SGA and University committee meetings of which they are a member.**
  - If a Senator misses more than one (1) committee meeting (this works on an individual committee by committee basis) without an excusal received by the individual committee chair and Vice President of Internal Affairs (VPIA) within twelve (12) hours of the meeting, said Senator will be called to a hearing by the Senator Review Committee, within one (1) week of the violation.
  - The Senator Review Committee will place said Senator under a thirty (30) day Developmental Period, unless there are outstanding circumstances, and the Senator Review Committee votes to waive the Developmental Period.

- **Complete a minimum of three (3) SGA office hours per week while classes are in session, unless otherwise stated by the Vice President of Internal Affairs.**
  - Senators must sign in and out each time they complete their office hours between 8:00am and 9:00pm Monday-Friday, via the online punch system. If the online punch system is not working Senators must write in their office hours in the SGA Office Hour binder at the Secretary’s desk.
  - Senators will be eligible to earn one (1) office hour per additional committee outside of the two (2) mandated committees.
  - If there is a University closing planned/unplanned during the week 30 minutes of required office hours will be deducted per day that the school is closed for that week.
  - After missing two (2) or more office hours over a thirty (30) day period, said Senator will be called to a hearing by the Senator Review Committee within one (1) week of the violation.
  - The Senator Review Committee will place said Senator under a thirty (30) day Developmental Period. If another one and a half (1 ½) hours are missed during the Developmental Period, a second hearing with the Senator Review Committee will be held in order to correct the issue.
  - **Senators are mandated to attend and work four (4) SGA sponsored events.**
    - SGA coordinated events (i.e: Clubs Carnival, Homecoming, and Campus Day).
o Attending all SGA coordinated events, and other on campus events is strongly encouraged. Any extra SGA coordinated events Senators attend will count toward office hours at the discretion of the VPIA.

- At least one Senator who has been elected or appointed to fill the Senate Seats for their Academic Schools must meet with their respective Academic Dean no less than once a semester.

- Tardiness/Early Departure:
  o All SGA members will be considered late fifteen (15) minutes after the start of the meeting.
  o All members are required to remain until the end of the meeting, unless excused by the Vice President of Internal Affairs/Committee Chair.
  o All SGA members who arrive late twice or leave early twice will be considered to have one unexcused absence, unless an Excusal Request Form is filled out, and received twenty-four (24) hours prior to the scheduled SGA meeting.
  o SGA meetings have a time limit of an hour and thirty minutes (1:30), if an SGA meeting exceeds this time and a Senator needs to leave they have permission to do so without repercussions, unless a Roll Call Vote is taken by the Senate to extend said SGA meeting.

- Excused Absences:
  o The VPIA, and individual committee chairs may excuse any absences or tardiness by an SGA member who has filed the Excusal Request Form and received permission prior to a scheduled Senate/Committee Meeting.

- Committees:
  o Each Senator is required to serve on and attend all scheduled meetings of two (2) committees, made up of any combination of SGA Committees and University Committees.

- Appointments/ Resignations:
  o If a Senator is appointed/ resigns from the SGA, the amount of their $300.00 stipend shall be prorated for each week the senate is in session. The prorated amount is applied to weeks served.

- Review Process:
  o The Senator Review Committee will be composed of the Vice President of Internal Affairs, the Parliamentarian, four (4) Senators, and one (1) advisor appointed and confirmed by the Senate. This committee will be in charge of handling any discrepancies or disputes that may occur regarding Senator contractual obligations.
  o The hearing will be held with the Senator Review Committee.
  o After the hearing is complete the Senator Review Committee will make the decision on whether to dismiss the issue or to bring the Senator up on charges.

**Developmental Period:**
  o Circumstances when a developmental period will be necessary for a Senator have been laid out under the “Senator Requirements” section of this contract.
  o A Developmental Period will last thirty (30) days.
  o If a Senator violates another section of their contract while they are still completing their thirty (30) day Developmental Period, said Senator will be called to another hearing by the…
Senator Review Committee within one (1) week of the violation. At this hearing the Senator Review Committee will determine whether or not to extend the Developmental Period.

- If a Senator exceeds two (2) Developmental Periods he/she may be brought up on more serious charges at the discretion of the Senator Review Committee, and the Senator Review Committee will be mandated to bring this to the attention Judicial Board.
***Submit only the pages after this one. Keep the rest of the packet for your own use throughout the election process***
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Student ID Number</td>
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<td>Name</td>
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<td>WCSSU E-Mail</td>
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### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Position Applied For</td>
<td><strong>WCSU SGA Senator</strong></td>
</tr>
<tr>
<td>Have you ever tried to be appointed to the WCSU SGA before?</td>
<td>Yes   No   If yes, give date</td>
</tr>
<tr>
<td>Have you ever been a WCSU SGA Senator?</td>
<td>Yes   No   If yes, give date</td>
</tr>
<tr>
<td>Weekly Office Hours</td>
<td>3 (minimum)</td>
</tr>
<tr>
<td>Committee Appointments</td>
<td>2 (minimum)</td>
</tr>
<tr>
<td>SGA Event Attendance</td>
<td>4 (minimum)</td>
</tr>
<tr>
<td>Attend every SGA Senate Business Meetings</td>
<td><strong>Meetings are every Friday from 9:30AM-11:00AM</strong></td>
</tr>
<tr>
<td>Are you currently employed?</td>
<td>Yes   No</td>
</tr>
<tr>
<td>Are you a member of any other organizations or clubs?</td>
<td>Yes   No</td>
</tr>
<tr>
<td>If yes, please list names of organizations/ clubs:</td>
<td></td>
</tr>
</tbody>
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### OTHER INFORMATION YOU WOULD LIKE US TO KNOW:

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Intent to Abide (Senators)

I, ________________________________, intend to be a candidate for the position of Student Government Association __________________. I will be enrolled as a full-time student in the following semester at least two (2) consecutive semesters (excluding summer semester) immediately following the election semester; currently have at least a 2.5 cumulative G.P.A.; agree to schedule no other activity that would conflict with the regularly scheduled meeting time of the position for which I am running.

I have read and thoroughly understand the Code of Procedures and I intend to abide by the Code of Procedures for this election. I understand the possibility of penal action and/or disqualification should I fail to abide by the said provisions.

Signature: _______________________________ Date: ___________