SPRING 2022 ELECTION PROCESS

On behalf of the students at Western Connecticut State University, thank you for your interest in serving the students. 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. Election Timeline
2. Open Position List and Position Contract
3. 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 Elections Hearing Board to determine the appropriate action.
4. Election Application and Intent to Abide Form – Make sure you complete this form carefully.

The Election Application and Intent to Abide Forms must be submitted online or to the Center of Student Involvement by 11:59pm, Friday, April 1st.

An information page will be posted by 3:00pm, Monday, March 21st 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 publicized on Monday, April 4th by 3:00pm. If you have any questions, please contact John Murphy, Cathy Kost, Dennis Leszko, (Advisors), at MurphyJ@wcsu.edu or KostC@wcsu.edu or LeszkoD@wcsu.edu.

Thank you once again for your interest and good luck.
Western Connecticut State University
Student Government Association

ELECTION TIMELINE: SPRING 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Monday, March 21st at 3:00pm</td>
<td>Election Application Opens</td>
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<tr>
<td>Monday, March 21st by 3:00pm</td>
<td>Information Page Available on SGA Website</td>
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<tr>
<td>Friday, April 1st by 11:59pm</td>
<td>Election Application Deadline</td>
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<td>(Executive Candidates must meet with a SGA Advisor prior to submitting application)</td>
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<tr>
<td>Monday, April 4th by 3:00pm</td>
<td>Official List of Candidates Posted</td>
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<tr>
<td>Monday, April 4th – Friday, April 15th</td>
<td>SGA Elections Debate: Exact Date and Time TBD</td>
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<td>Monday, April 4th – Friday, April 15th by 1:00pm</td>
<td>Campaigning Period</td>
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<tr>
<td>Friday, April 15th (3:00pm or later) – Wednesday, April 20th 12:00pm</td>
<td>Elections: Voting Period</td>
</tr>
<tr>
<td>Wednesday, April 20th – Friday, April 22nd</td>
<td>Election Results Certified and Announced</td>
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<tr>
<td>Friday, May 6th at 4:00pm</td>
<td>Transition Senate</td>
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<td>Saturday, May 7th</td>
<td>Inaugural Ball</td>
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STUDENT GOVERNMENT ASSOCIATION ELECTION
POLICIES AND PROCEDURES: SPRING 2022

1. The Election Process for each semester must be coordinated and implemented according to the SGA Constitution.
   a. If the ballot opens late or closes too soon, the voting period must be extended by the amount of time that the ballot was supposed to be open and was not available.
   b. If there are any ballot errors, the ballot must be resent and the voting period resets and will remain the same duration for the new voting period. All who voted prior to the ballot correction must cast their vote again to be counted.
   c. The Senate must vote on any resolution for any Election Process deviations not resolved by the policies delineated above.
   d. If any of the above are not carried out throughout the election process, the election deviation must be considered by the Elections Hearing Board.

2. Modifications, including extensions and reductions, in the Elections Process must be voted on by the Senate except for the resolutions denoted in 1A-C. Any candidates who have voting power in Senate must recuse themselves from voting and/or abstain.
   a. The public, voting body, and candidates must be notified of any extensions or reductions in voting time.
      i. Reductions must be announced with 48 hours' notice before the modified voting period closing.
   b. The public, voting body, and candidates must be notified whether they will need to recast their ballots (ballot correction) or whether votes casted will count (voting period extension).

3. All candidates must submit the Election Application and Intent to Abide Forms by the deadline as stated above.

4. Write-in candidates will NOT be accepted.

5. All candidates must abide by the provisions set forth in the Student Government Association Governing Documents (Constitution, Rules, and Financial Resolutions) and the Election Process.

6. Any candidate may spend up to $500 of their own money and/or donations. If a candidate is running for an executive board position as well as a senator position, they may spend no more than $500 total for both campaigns. 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.
7. Candidates should review the list of available senator and executive board positions to ensure that they are eligible.

8. Ballot Formulation and Procedure
   a. Candidates will be placed on the ballot in a computer-generated randomized order by the ElectionBuddy system. When the voting period begins, each student will receive an email from ElectionBuddy titled as SGA Elections and the semester of the election 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.
   b. Candidates are to be notified of the deadline to submit a photo and short statement to be included in the ballot during the voting period if not collected through the Election Application.
   c. Ballot must be open and collecting votes after 3:00pm on the first day of the voting period.
   d. Ballot must be closed no more than 15 minutes before and after 12:00pm on the last day of the voting period.
   e. The Election Results must be certified and announced to the public within five business days of the election period ending. If there is pending business within the Elections Hearing Board, the results must be certified and announced to the public within five business days of the board concluding business regarding the election.

9. 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. Any offenses that are reported to the SGA Parliamentarian will be brought before the Elections Hearing Committee to be discussed.

10. The current sitting Operations and Governance Committee shall serve as the Elections Hearing Board. Any disputes concerning the election will be heard by said body. All complaints MUST be filed to the SGA Parliamentarian, in writing, prior to the result being certified.

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

12. Only Senators of SGA that have served a minimum total of 16 weeks can run for an Executive position

13. To be elected to the position of Senator and/or Executive, each candidate must receive a minimum of thirty (30) votes for each position.

14. In the case of a tie, a new vote will be held within two weeks (fourteen business days) of the certification of the tie.

15. Any student who is qualified according to the Student Government Association Governing Documents and Position Contracts and who is enrolled at Western Connecticut State University for the following academic term may run for a maximum of one (1) Senator position and/or one (1) Executive position.
16. Any candidate intending to run for an Executive position must schedule a meeting with an SGA Advisor before the election application deadline to discuss what the position entails.

17. Any candidate intending to run for an Executive Board Position must be able to attend the National Association of Campus Activities SGA conference on the determined date.
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 according to their residence hall publicity policy (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).

❖ 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.
❖ 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 Staff.

❖ 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

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 the date indicated on the Election Timeline. 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, 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 including the Think Tank on the Westside Campus Center and The Cyber Cafe.
B. In all cases the WCSU Libraries shall be campaign-free zones. The Westside Robert S Young Library will be a Campaign free zone. The 2nd, 3rd, and 4th floors of the Ruth Haas Library are also off limits.
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.

EXECUTIVE POSITION DESCRIPTION & REQUIREMENTS

President: One (1) position will be elected this spring. This position serves as the official spokesperson of the student body, chairs the Student Senate Meetings, and has other duties as defined in the Governing Documents of the Student Government Association, including 20 office hours a week. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

Vice President: One (1) position will be elected this spring. This position serves as the primary manager of the SGA operations including supervision of the office staff and coordination of the SGA committees and liaison for university-wide committees and has the other duties as defined in the Governing Documents of the Student Government Association. This position conducts in-depth research on the developments impacting student life on and off campus. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

Community Inclusion Officer: One (1) position will be elected this spring. This position serves as the primary liaison to the student clubs and organization, coordinates SGA programming such as Clubs Carnival, SGA Street Fair during homecoming, Town Halls, and coordinates Graduating Class Activities. This position is responsible for fielding and addressing concerns related to student services. Additionally, this position has the other duties as defined in the Governing Documents of the Student Government Association. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

Finance Officer: One (1) position will be elected this spring. This position maintains an accurate account of all expenditures and income and serves as a liaison to the university business office, and has other duties as defined in the Governing Documents of the Student Government Association. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout the term of office.

Parliamentarian: One (1) position will be elected this spring. This position serves as the judicial branch of the Student Government Association. The court hears all cases assigned to it by the Senate or as requested by any student, senator, or officer of the SGA. In addition to the Vice President, the Parliamentarian ensures functioning of the SGA through regular review and implementing recommendations for improved functioning. This position is responsible for making sure all SGA activities are recorded, organized, archived, and make accessible to the public. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout their term of office.

Secretary: One (1) position will be elected this spring. This position serves as the legislative branch of the Student Government Association. This position is responsible for transcribing SGA
activities and operations through communication and presentation of meeting minutes and agenda. This position takes the meeting minutes of all meetings of the Senate and Executive Board. In addition, the Secretary greets visitors to the SGA office and directs inquiries to the appropriate contact. Candidates must have a minimum grade point average of a 2.75 at the time of election and throughout their term of office.

Please see attached SGA Executive Contract for an outline of requirements.

SENATOR POSITION DESCRIPTION & REQUIREMENTS

Senator: One (2) senator seat per school (Except Ancel, at capacity) 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, Senator Contracts, and other relevant materials. Candidates must have a minimum grade point average of a 2.5 at the start of the term and throughout term of office.

Please see attached SGA Senator Contract for an outline of requirements.

***Submit only the pages after this one. Keep the rest of the packet for your own use throughout the election process.***
First Name: __________________________________________________________

Preferred Name: ______________________________________________________

Pronouns: ______________________________________________________________

Last Name: ______________________________________________________________

Expected Graduation Date: ______________________________________________

Date of Birth: __________________________________________________________

WCSU Student ID: __________________________________________________________

WCSU Email Address: ______________________________________________________

Mobile Phone Number: ____________________________________________________

Major(s): ________________________________________________________________

Minor(s): ________________________________________________________________

Academic School (Ancell, Macricostas, Professional Studies, and Visual and Performing Arts):
______________________________________________________________

Street Address: __________________________________________________________

City, State, and Zip Code: _________________________________________________

Campus Address (If Applicable): ____________________________________________

T-Shirt Size (Unisex): ______________________________________________________

Position(s) Sought: ________________________________________________________

Have you applied or been appointed to SGA previously? (Yes/No)

If yes, dates and position(s): ______________________________________________

Have you been employed as a Student Worker at WCSU previously? (Yes/No)
Current WCSU Involvement (Clubs, Organizations, etc):

______________________________________________________________________________

______________________________________________________________________________

Profile/Personal Site Link: ________________________________________________________

What else would you like us to know?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Candidate Statement for Ballot (Executive):

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______________________________________________________________________________

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______________________________________________________________________________

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Candidate Statement for Ballot (Senator):

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______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Intent to Abide

I, ________________________________, intend to be a candidate for the position(s) of Student Government Association __________________ and ________________ (if running for both a Senator and Executive position). I will be enrolled as a part-time or 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 Senate and Committee meeting times 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. I certify that answers given herein are true and complete to the best of my knowledge.

Signature: ____________________________________________________________

Date: __________________________________________________________________