



Eastern FloridaSM
STATE COLLEGE
Student Government Association

**2017-18 SGA Executive Board
Special Elections
Candidate Application Packet**

Important Election Dates:

Candidate Packet Deadline – Sep. 11, 2017 by 5:00 p.m.

Campaigning – Sep. 11-21, 2017

Online Voting – Sep. 18-21, 2017

Submit completed Candidate Application Packets to:

**Office of Student Life
Titusville, Building 5 Room 102**

Candidate Application Packet Instructions & Checklist

In order this Candidate Application Packet to be considered complete it must contain the following items and be submitted no later than the posted deadline. **If a packet is missing any piece of information, the applicant will be denied candidate status. Under no circumstances will packets be accepted past the deadline.**

- Candidate Information Form
- Signed & Dated Election Agreement
- Student Body Nomination Petition
- Campaign/Platform Essay
- Unofficial transcript (available from myEFSC or by visiting an Advisor on campus)

All eligible candidates who submit complete packets within the deadline will participate in an interview with the Student Life Coordinator and Associate Provost. This interview will determine final candidate eligibility to campaign for office.

Benefits of Serving in the SGA

- Develop critical job skills in team work, communication, marketing, event planning and project management
- Enhance and develop your leadership skills
- Learn about and participate in the democratic process that determines how EFSC student activity fee dollars are spent each year
- Help create positive change at EFSC

SGA E-Board Scholarship

- All elected SGA E-Board Officers will receive a \$500.00 scholarship for both the Fall and Spring semesters of their elected term of office.
- In the event an elected officer becomes unable to fulfill the requirements/duties of his or her position or is removed from the position, the scholarship will be revoked at the time of resignation/removal from office.

Eligibility Requirements

To be eligible to run for an SGA Executive Board Officer position, students:

- Must be currently enrolled at EFSC and taking six (6) or more credit hours during the Fall 2017 semester on the campus for which they are running for a position;
- Must maintain enrollment at six (6) or more credit hours during both the Fall 2017 and Spring 2018 semester on the campus for which they are running for a position;
- Cannot be a dual enrolled high school student (includes Early Admission program students);

- Must have achieved, at the time of election, an overall (cumulative) grade point average of 2.5 *or better*. If candidate has no prior college coursework, the most recent, unweighted high school GPA will be used;
- Must maintain thereafter an overall (cumulative) grade point average of 2.5 *or better*;
- Cannot be President of another campus club or organization if elected as an SGA officer;
- Must submit a completed Candidate Application Packet by published deadline;
- Must be able to commit 10-15 hours each week to the elected position during the Fall 2017 and Spring 2018 semesters (includes meetings, office hours, events, travel, etc.);
- *Any exception to these eligibility requirements must be granted, in writing, by the Associate Provost/Provost.*

Term of Office & Running for Re-Election

- SGA Executive Board Officers are required to serve a one (1) year term running from Spring Commencement until the Spring Commencement of the following year. *(Exceptions to the requirement can only be granted by the Student Life Coordinator and Associate Provost/Provost and must be given prior to the published deadline for Candidate Application Packets).*
- Current SGA Executive Board Officers may run for re-election under the following conditions:
 - *They must have served for a full year in their current SGA Officer position.*
 - *They have the sincere expectation of being a student at Eastern Florida State College for the entire following academic year and meet all eligibility criteria.*
 - *They submit a completed Candidate Application Packet by the published deadline.*
 - *They may serve in the same officer position for a maximum of two (2) academic years except for the office of the President which has a one-term limit. The current SGA President may run for a different officer position.*
 - *Exceptions to any of these conditions may only be granted by the Student Life Coordinator and Associate Provost/Provost, in writing, and must be given prior to the published deadline for Candidate Application Packets.*

Student Government Association Elected Positions

~~SGA President:~~ **Position Filled**

The SGA President is responsible for leading all formal meetings within the SGA organization and serving as the SGA representative on campus and College wide committees as requested. As a result, the President will have the opportunity to work with various segments of EFSC's organization such as campus and district level college administration, staff, the faculty and approved community organizations--in addition to student life. The President's duties include, but are not limited to the following:

- *Serving as Chair of all E-Board meetings and SGA Business meetings; calling additional meetings as necessary (Note: In accordance with the SGA Constitution and Handbook, the SGA President will only vote in case of a tie)*
- *Working with the E-Board and Student Life Coordinator to create agendas for all meetings*
- *Working with Student Life Coordinator to set dates for all SGA related meetings*
- *Receiving and managing all Student Activity/Event Approval request forms and support documentation for SGA and Club related activities and funding requests*
- *Delegating tasks and creating special committees as appropriate to ensure the timely completion of directives*
- *Serving as liaison between Student Government Association and Administration*
- *Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner*
- *Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests*
- *Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct*

SGA Vice President: Position Filled

The Vice President is responsible for all publicity and promotional efforts within the SGA organization and will work closely with the SGA President, Student Life Coordinator and campus clubs and organizations in this regard. Some of the Vice President's duties include, but are not limited to the following:

- *Attending all SGA E-Board and Business meetings as scheduled and voting so as to represent the best interests of the student body*
- *Managing, in collaboration with the Student Life Coordinator, the publicity and promotion (e.g. social media, emails, flyers, creative advertising and website) for all SGA events and activities*
- *Planning initiatives to promote and advertise the SGA, as well as recommend all promotional related materials for SGA*
- *Working closely with the Student Life Coordinator and Campus Provost/Associate Provost to coordinate the distribution of SGA information*
- *Maintaining and managing all SGA designated bulletin boards, TV screens and display areas to ensure information is accurate*
- *Assisting student clubs and organizations with the publicity of their events as appropriate (all clubs and orgs are responsible for their own promotion and publicity)*
- *Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner*
- *Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests*

- *Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct*
- *Serving as proxy in the absence of the SGA President*

SGA Secretary:

The SGA Secretary is responsible for all internal communications and record keeping within the organization. The Secretary's duties include, but are not limited to the following:

- *Attending all SGA E-Board and Business meetings as scheduled and voting so as to represent the best interests of the student body*
- *Publishing the agenda for each SGA E-Board and Business meeting as received from the SGA President and submitting it to all representatives prior to each meeting*
- *Taking minutes at all E-Board and Business meetings and, within 48 hours of the meeting, distributing them via e-mail to all SGA members and attendees*
- *Maintaining hard copy and electronic meeting agendas and minutes within the SGA Office for all E-Board and Business meetings throughout the year*
- *Creating contact lists for all E-Board members and managing the e-mail distribution list*
- *Maintaining a hard copy sign-in sheet for all SGA related meetings and compiling accurate attendance records and reports for the Student Life Coordinator*
- *Completing a Post Event Summary Report for all SGA sponsored events and activities*
- *Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner*
- *Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests*
- *Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct*
- *Serving as proxy in the absence of the Treasurer*

SGA Treasurer:

The SGA Treasurer is responsible, in collaboration with the Student Life Coordinator, for overseeing the budget and other financial matters within the SGA. The Treasurer's duties include, but are not limited to the following:

- *Attending all SGA E-Board and Business meetings as scheduled and voting so as to represent the best interests of the student body*
- *Assisting the Student Life Coordinator in maintaining all budget proposals and requests for funds within the SGA office*
- *Assisting the Student Life Coordinator in tracking the SGA budget throughout the year*

- *Providing an up to date and accurate Treasurer Report for all SGA E-Board and Business meetings*
- *Supervising all audits and providing safekeeping for all SGA financial documents, articles and records*
- *Maintaining and tracking inventory of SGA office supplies and storage areas*
- *Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner*
- *Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests*
- *Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct*
- *Serving as proxy in the absence of the Secretary*

SGA Parliamentarian:

The SGA Parliamentarian is responsible for being knowledgeable about the College's requested format for organization constitutions and structures. The Parliamentarian's duties include, but are not limited to the following:

- *Attending all SGA E-Board and Business meetings as scheduled and voting so as to represent the best interests of the student body*
- *Maintaining and upholding the SGA Constitution and Handbook*
- *Reviewing all constitutions and bylaws for campus clubs and organizations and notifying the Student Life Coordinator of potential issues and/or errors*
- *Maintaining up to date SGA and campus club constitutions and bylaws documents (hard copy and electronic) within the SGA Office*
- *Ensuring all SGA E-Board and Business meetings follow parliamentary procedures according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.org/>)*
- *Serving as time keeper at all SGA E-Board and Business meetings to ensure all meetings are conducted in a timely manner*
- *Providing support to fellow SGA officers; serving on committees and completing delegated tasks in a timely manner*
- *Actively contributing ideas, thoughts, feedback, etc. on all SGA related activities, events, student concerns, and funding requests*
- *Upholding and abiding by the SGA Handbook, SGA Constitution and the EFSC Student Code of Conduct*
- *The Student Life Coordinator will serve as proxy in the absence of the Parliamentarian (only in regard to enforcing Robert's Rules of Order and keeping time for meetings – no voting rights are transferred)*

Campaigning Guidelines

- The candidates' views and opinions expressed in their campaigning material do not represent Eastern Florida State College's views.
- **All campaigning material must be date marked with the official SGA or Associate Provost Office stamp signifying that approval has been given by the Office of Student Life / Office of the Associate Provost to post the material on campus.**
- Each candidate may post up to 250 (8.5 x 11) flyers and 50 large posters across campus.
- Flyers and posters may be hung neatly on bulletin boards/cork tack strips and should not overlap other material (**materials are not to be posted on windows and doors or any painted surfaces**).
- Candidates must obtain permission from Department Chairs to post campaigning material in any department's glass bulletin board case or on bulletin boards.
- Up to two (2) flyers/posters may be hung per restroom.
- The Office of Student Life reserves the right to remove any flyer and/or poster that violates election rules or is otherwise inappropriate as determined by the Student Life Coordinator, the Associate Provost or the Provost.
- Each candidate will be allowed to set up a table and/or tent to greet students and express his/her platform in a format that has been approved by the Office of Student Life.
- Candidates are NOT permitted to campaign during class sessions, but are welcome to visit and talk with students before and after classes to promote themselves, their platform and encourage peers to vote. Campaigning may NOT be done inside the Canvas online learning system.
- Candidates may NOT be excused from class to participate in campaigning efforts.
- Campaigning may only be done by approved candidates and current Eastern Florida State College student volunteers. Staff, faculty and non-EFSC students may not help with the campaign.
- Candidates are allowed to give "freebies" to students to encourage them to vote, but these giveaways must consist of pre-packaged items only (such as candy, chips, bottled water/soft drinks). Candidates should have these items approved by the Student Life Coordinator and/or the Associate Provost.
- Any other advertising materials may be used with approval from the Student Life Coordinator and Campus Provost/Associate Provost.
- All campaign materials must be removed within one week after voting closes and winners are announced.

Suggestions for a Successful Campaign

- Candidates should make every effort to meet as many of their fellow students as possible in order to promote their name, face, background and ideas.

- Candidates should familiarize themselves with the Student Government Association, its activities, strengths and weaknesses in order to show others their understanding of the organization and the needs of the student body. (Copies of the current Student Government Association Constitution and Handbook are available in the SGA office).
- Getting more than the required number of nominating signatures on the Student Body Support Form is a good way to meet more students.
- Understanding the online voting procedures and website is a great way to help educate students about the voting process while encouraging them to vote.
- Wearing a badge or tag that clearly announces your candidacy is a great way to get your name out there and noticed by your fellow students.
- Collaborating with other candidates and campaigning as a group is permitted and can be a great campaigning strategy.
- Making personal contact with as many voters as possible is wise. Speaking with friends, casual acquaintances, classmates and strangers is a good outreach strategy. Handing them campaign literature will help make a lasting impression.

Unfair Campaign Practices

It is expected that all candidates abide by the EFSC Student Code of Conduct. Should any candidate be found participating in unfair practices, the candidate will be disqualified from running for all future terms of office while attending Eastern Florida State College. Below are examples of unfair campaign practices (not meant to be an all-inclusive list):

- Making false statements
- Attempting to or destroying or defacing another candidate's campaign posters / materials
- Using physical force for any purpose
- Voting fraudulently or soliciting fraudulent voting
- Soliciting biased or improper actions by students or campaign volunteers

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 Office of Student Life at any time during the election to discuss concerns.



Eastern FloridaSM
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Student Government Association

**Candidate
Application Packet
Forms**

Candidate Information Form

Please print legibly in blue or black ink.

Name (last, first) _____

Student B# _____ Phone: (_____) _____

Titan Email: _____@titans.easternflorida.edu

SGA Position desired: President Vice President Secretary Treasurer Parliamentarian

Current EFSC Degree Program: Certificate Associate of Science Associate of Arts Bachelors

Current EFSC Major: _____ Current GPA: _____

Intended Graduation Date (semester & year): _____

How many semesters have you been enrolled at EFSC (including this semester)? _____

Please describe your current level of campus involvement: _____

Have you ever campaigned for or held an elected office before? Yes No If yes, please describe below:

How would you describe your skills with computers and other technology? _____

How would you describe your public speaking skills and experience? _____

What do you believe are your strengths would be as a student leader? _____

In what areas are you seeking to improve? _____

Student Government Association Election Agreement

Please review this document carefully and check each box to acknowledge your agreement to each statement.

Afterwards, complete the bottom section; be sure to sign and date the agreement.

Please use blue or black ink.

- I certify that I am a candidate for the office of _____ in the Student Government Association; that I have reviewed the eligibility requirements set forth in the Candidate Application Packet and am eligible to serve; that I intend to continue to be a student at Eastern Florida State College during the proposed term of office, and that if elected will serve to the best of my ability.
- I understand that I may not run for more than one office. I understand that I may be a write-in candidate for any office without a qualified candidate as determined by the Student Life Coordinator and Associate Provost.
- If elected, I hereby agree to serve the student body to the utmost of my abilities in accordance with the responsibilities of my position as well as other duties assigned to me by the Student Life Coordinator.
- I agree to uphold and abide by the EFSC SGA Constitution, SGA Handbook and the Student Code of Conduct.
- I agree and commit to being available for a minimum of 15 hours of leadership training as determined/scheduled by Student Life Coordinator as well as 10-15 hours a week (to include meetings, office hours, events, travel, etc.) for both the Fall 2017 and Spring 2018 semesters.
- I have reviewed and understand the campaigning guidelines set forth in this Candidate Application Packet and I agree to comply with these rules. I further understand that my failure to follow these guidelines may result in the removal of my name from the election ballot.
- I understand that all parts of the Candidate Application Packet are to be completed truthfully and accurately and submitted to the Student Life Coordinator by 5:00 p.m. on February 23, 2017 in order to be considered for candidacy. I understand that late packets will not be accepted.
- I understand that my biographical information and picture may be used on the EFSC website and other promotional materials and social media outlets pertaining to the Student Government Association.
- I understand that my completed application does not entitle me to run for office and that I must complete a face-to-face interview with the Student Life Coordinator and/or the Associate Provost prior to gaining full approval to run for office.

Candidate Printed Name: _____

Candidate Signature: _____

Date Signed: _____

Student Body Nomination Petition

CANDIDATE NAME: _____

DESIRED SGA POSITION: President Vice President Secretary Treasurer Parliamentarian

Candidates are required to obtain bona fide signatures of at least 25 currently enrolled EFSC students who are taking classes on the campus for which they are running for office. These students should support their candidacy for the selected position above. Candidates should use this opportunity to share their platform for running for office and to encourage their fellow students to vote. Enrollment status will be verified by the Office of Student Life. Candidates may attach additional sheets of student names if desired.

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Campaign/Platform Essay

The campaign/platform essay is an opportunity for candidates to share their abilities, skills, ideas and strengths which they believe they will bring to their desired position.

Candidates should include the following information in their essay:

- Their reason for running for office and why they believe they are a good fit for their desired position
- Issues that they would like to address during their term of office
- A summary of their qualifications, abilities, and skills
- Any experiences they feel contribute to their knowledge and ability to be an effective SGA officer

The essay should meet the following formatting standards:

- Typed – handwritten essays *will not be accepted*
- Double spaced, 1" margins
- Minimum of two full pages