

Flagler College Student Government Association Executive Board Election Packet

The following must be turned in to Mr. Tim Mellon, located in the Office of Student Services, by Friday, March 18th at 5:00pm.

- Two letters of recommendation from faculty, staff, or administrative members
- 100 signatures of students who support you running for your position
 - A signature sheet will be provided. This is the only acceptable form for signatures
 - Your intended position must be clearly printed at the top of each signature page. Should your intended position change, you will be required to obtain another 100 signatures on a new signature sheet.
- A one-page essay on your purpose for running (12-point font, single spaced)
- A campaign platform including the names of everyone helping with your campaign
- Five biographical facts about yourself outside of SGA
- A 5X7 color campaign photo
 - Professional attire is required in your photo
 - Your photo must be submitted via email to Mr. Tim Mellon at TMellon@flagler.edu with the subject line "Election Photo 2016"
- A completed Executive Board Application

A mandatory candidate meeting will be held in the SC Room 216 at 5:00pm on Monday, March 28th to review the election rules and answer any questions you may have. Failure to attend this meeting will result in your immediate disqualification from the elections.

All candidates must be fulltime Flagler College students with a minimum GPA of a 2.0. A fulltime Flagler College student is enrolled in 12 credit hours or more per semester. This information will be verified through the Office of the Registrar. To be considered for President or Vice President you must be a Junior or Senior standing. Due to time management conflicts, any candidate will not be permitted to participate in the Student Judiciary Council. If you are a Resident Advisor or serve on the Campus Activities Board, you will be qualified to run on a case by case basis.

When you apply for this position, you are stating your intent to serve for one (1) full academic year.

If you have any questions concerning the election, please contact the Election Chairs, Donn Matthew Garby and Kaley Nicole Homan, at SGAElections@flagler.edu. Please note that only emails sent to this email address will be addressed.

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The following are the members of your Election Board:

Donn Matthew Garby (Election Chair)

Kaley Nicole Homan (Election Chair)

Paige Armstrong

Nicholas Taylor

Jean Forde II

We, in conjunction with the Office of Student Services, will be responsible for monitoring your conduct during the campaign. Please be advised that the Election Board has the right to call into question any behavior it deems necessary during the campaign. We fully expect that candidates will conduct themselves respectfully and to adhere to the rules and regulations specified in this document.

If you have any questions, please email them to the Election Chairs, Donn Matthew Garby and Kaley Nicole Homan, at SGAElections@flagler.edu so that your concerns or questions may be addressed in a timely manner.

Rules and Regulations of the 2016-2017 SGA Election

1. The Election Packet is due no later than Friday, March 18th at 5:00pm to Mr. Tim Mellon.
2. A candidate will be notified by 4:00pm on Monday, March 28th if they are qualified to run for their intended position.
 - a. If not, they will have the right to appeal the decision made by the Election Board and will have until 4:00pm on Wednesday the 30th, to get their new packet in. They will be notified at 5:00pm if they are then qualified.
3. A candidate will be required to submit the names of anyone helping them on their election.
 - a. Failure to do so will result in a disqualification from the election.
 - b. You are responsible for their actions during the election time. If they bash another candidate, in person or on social media you will be held accountable.
 - c. Their social media pages will be monitored for bashing.
4. Campaigning will run from April 2nd to April 13th, 2016.
 - a. It is the right of the Election Board to disqualify any candidate during this time due to breaking any of the rules.
5. Mr. Tim Mellon and the Election Chairs must approve all printed campaign materials.
 - a. Approval for these materials must be made between Monday, March 28th and Friday April 1st.
 - i. No material will be approved before or after these dates.
6. On Saturday, April 2nd, 2016 at midnight only social media campaigns may begin. Links to any and all social media pages is required to be submitted to the Election Board;

these pages will be monitored on a daily basis. You may only post campaign material on your campaign pages. No personal accounts may be used.

- a. Posting campaign materials on official SGA or Flagler-affiliated pages is prohibited.
 - i. This includes, but is not limited to:
 1. Class of “...” pages
 2. Any Flagler College club or organization page, including secret groups
 3. The official Flagler College SGA page
7. On Sunday, April 3rd, 2016 at midnight you may begin using word of mouth for campaigning.
 - a. You may not talk about the campaign during any class times, in any club or organization meeting, and during any Flagler College event.
8. On Monday, April 4th, 2016 at midnight printed campaign material may be displayed.
 - a. Campaign material is only permitted in the following locations:
 - i. In the Gazebo
 - ii. Hanging from the second floor of Ponce facing the Dining Hall (approval needed from Ms. Holland and Ms. Lombardo)
 - iii. The Bistro tables (approval needed by both Mr. Nielson and Mr. McElhaney)
 - iv. Hanging from the second floor of the Student Center facing either the front entrance or the Gamache-Koger Theater (approval needed from Mr. Nielson)
 - v. Any bulletin board on campus (approval needed from the Office of Student Services)
 - vi. The TV’s in the Student Center and the Proctor Library (approval needed from Mr. Nielson)
 1. All approvals may be granted after approval of printed material during the week of March 28th through April 1st.
 - b. Campaign material may also include:
 - i. Buttons for people to wear throughout campus
 - c. No campaign materials will be permitted on City of St. Augustine property or in any businesses in St. Augustine
9. There will be no campaigning at official SGA functions including Executive Board meetings, Leadership Team meetings, General Assembly meetings, Committee meetings, SGA events, etc.
 - a. SGA is permitted to advertise the campaign as a whole. There will be no advertising for individual candidates.
10. Candidates may hold campaign meetings. These meetings can only be held in classrooms or study rooms; however, no rooms may be reserved for the meeting.
 - a. There will be no printed material to advertise these meetings, only social media.
 - b. A member of the Election Board must be present in order to conduct the meeting. 24 hour notice must be sent to SGAElections@flagler.edu to schedule a member to attend the meeting.

- c. These meetings may last no longer than one (1) hour.
- 11. The entire Election Board will review allegations of smear campaigning. If found guilty, a candidate will be disqualified immediately.
 - a. Please note that you are responsible for your campaign team members as well. If one is caught smearing another candidate, you will be held accountable.
- 12. Candidate spending must not exceed \$50.00 including taxes. This rule applies to monetary donations, personal payments, prints from the Proctor Library or a personal printer, and donations in forms of campaign materials.
 - a. All candidates must turn in a printing report from the Proctor library to show for printed flyers.
 - i. If a candidate uses a personal printer, they must record and charge the number of pages compared to the Proctor Library.
 - 1. Black and White prints are \$0.10 each
 - 2. Color prints are \$0.50 each
 - b. All campaign donations made by other individuals must have a receipt to be turned in.
 - c. All monetary donations made by other individuals must have a statement from that individual with how much they donated.
 - d. All receipts and records of spending must be submitted to Mr. Tim Mellon by 5:00pm on Wednesday April 13th, 2016.
 - i. Failure to do so will result in disqualification from the election.
- 13. There will be a mandatory campaign debate at 7:00pm on Tuesday, April 12th in Jay's Place.
 - a. Failure to participate will result in a disqualification from the election.
- 14. All campaign material, both physical and social media, must be removed by midnight on Wednesday April 13th, 2016.
- 15. The Election will run from 6:00am on Thursday, April 14th, 2016 to 5:00pm on Sunday, April 17th, 2016.
 - a. There will be no campaigning on these days.
- 16. The Co-Chairs, the SGA Advisor, and the Vice President for Student Services will tally the results from the election.
- 17. Failure to comply with any of the prior mentioned rules and regulations will result in a candidate's disqualification.
- 18. If a candidate is disqualified, they will be given a letter stating the charges against them. They will then have 24 hours to appeal to the Vice President for Student Services. After reviewing the evidence, and talking to the Election Chairs, the Vice President for Student Services will make the decision on whether or not the candidate should be allowed back into the election.

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Important Election Dates

- Monday, March 7th, 2016- Election Board Packets and Applications available in Mr. Tim Mellon's office starting at 8:00am.
- Friday, March 18th, 2016- Election Board Applications and all required material due to Mr. Tim Mellon by 5:00pm.
- Monday, March 28th, 2016- A candidate will be notified if they are qualified to run by 4:00pm.
- Monday, March 28th, 2016- Mandatory meeting for all candidates located in the SC Room 216 at 5:00pm
- Wednesday, March 30th, 2016- Candidate appeals are due to Mr. Tim Mellon by 5:00pm.
- Monday, March 28th, 2016- Friday, April 1st, 2016- All campaign material must be approved by Mr. Tim Mellon and the Election Chairs by 5:00pm that Friday.
- Saturday, April 2nd, 2016- All social media campaigning may begin at midnight.
- Sunday, April 3rd, 2016- All word of mouth campaigning may begin at midnight.
- Monday, April 4th, 2016- All printed campaigning may begin at midnight.
- Saturday, April 2nd, 2016- Wednesday, April 13th, 2016- School wide campaigning.
- Tuesday, April 12th, 2016- Mandatory campaign debate in Jay's Place at 7:00pm.
- Wednesday, April 13th, 2016- All campaign materials, both physical and social, must be taken down by midnight.
- Wednesday, April 13th, 2016- All receipts are due to Mr. Tim Mellon's office by 5:00pm.
- Thursday, April 14th, 2016-Sunday, April 17th, 2016- Elections
- Monday, April 18th, 2016- Announcement of winners at 12:00pm.
- Tuesday, April 19th, 2016- Induction ceremony at 6:00pm.

If a runoff occurs:

- Monday, April 18th, 2016- Runoff election from 9:00am-2:00pm.
- Tuesday, April 19th, 2016- Announcement of winners at 5:00pm.

Please keep this packet so that you may have copies of the rules, regulations, and important dates.

Flagler College Student Government Association Executive Board Application

Please clearly print the following information using ink in the space provided.

1. Full Name: _____

2. GPA: _____

3. Student ID Number: _____

4. Class Rank Next Year: _____

5. Previous Positions in SGA:

6. Current Position in SGA: _____

7. Other Leadership Positions Currently in:

8. Outside Commitments Not Flagler Related:

9. Position You Are Running for: _____

10. Are you a fulltime Flagler College Student? _____

11. Will you be a fulltime Flagler College Student next year? _____

12. Have you been a SGA Appointed Representative for the last two semesters? _____

13. Are you a Resident Advisor? _____

14. Do you serve on the Student Judiciary Council? _____

15. Do you serve on the Campus Activities Board? _____

16. Have you submitted all the required information as per the Election Board's Request, specified in the Election Board Packet? _____

17. Will you abide by all the rules as specified in the Election Board Packet? _____

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Flagler College Student Government Association Election Signed Agreement

Please read the following statement. After doing so, denote your agreement with your signature and the date of signing.

I hereby certify that the above information is true to the best of my knowledge and a correct representation of my current status as a student at Flagler College. I understand that all pertinent information will be verified with the Office of the Registrar, and I understand that any falsified information will lead to the consequences as deemed necessary by the Election Board.

Signature: _____

Date: _____

Candidates- Do Not Write Beyond This Point

Upon review, the following Election Board members have accepted this application as eligible for consideration as a candidate for the 2016-2017 SGA Executive Board Elections.

Donn Matthew Garby (Chair)

Kaley Nicole Homan (Chair)

Jean Forde II

Paige Armstrong

Nicholas Taylor

Upon review, we accept this application as eligible for consideration as a candidate for the 2016-2017 SGA Executive Board Elections.

Mr. Tim Mellon

Dr. Daniel Stewart