

FCSSGA Region 2020 Elections Packet

Rules and Regulations for Campaigning and the Elections Process

Revised by the 2019-2020 FCSSGA State Jurisprudence Martin Gutierrez & State Advisor Stephen Tomasovitch

Preface and Introduction:

Thank you for your interest in a state position for the Florida College System Student Government Association (FCSSGA). By running for office, you are making a commitment to both your fellow students across the State of Florida and your college as a whole to represent them in all of your actions. If elected, you will have the unique opportunity to further develop and strengthen your professional and leadership skills while also improving the organization.

The intention of this elections packet is to provide you with a structure through which you can communicate your platform and ideas for the FCSSGA. The rules are intended to keep order, fairness, and protect the integrity of the election. Each candidate should have a copy of this document. All candidates are responsible for their own campaigns, including other people who are campaigning on behalf of them.

Please email completed packets to your respective Region Advisor:

Region 4 Advisor: **Linda Johnsen**
linda.johnsen@fsw.edu
239-732-3998

Region 3 Advisor: **Lori Lemoine**
lori.lemoine@daytonastate.edu
386-506-3486

Region 2 Advisor: **Ahmy Arca**
arcaa@phsc.edu
352-518-1224

Region 1 Advisor: **Makenzie Johnson**
majohnson@pensacolastate.edu
850-475-4834



For more information, please contact:

Dealaney Allen
FCSSGA President
president@fcsga.org

Stephen Tomasovitch FCSSGA
State Advisor
stephentomasovitch@srsate.edu
904-808-7463

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Positions Descriptions

Article IV, Section 1 of the Region By-Laws of the Florida College System Student Government Association.

Assistant Region Coordinator

- Assists the Coordinator in the transaction of Region business and to fulfill any vacancy in the office of Region Coordinator.
- Contact all members of the Region Executive Board once per 21 calendar days, via fax, phone, mail or other means (outside of regularly scheduled conference calls).

Region Secretary

- Records the proceedings of all meetings and sends a record of said meetings within a two-week period, to all member colleges, advisors, the President and Vice President of the FCSSGA, and be responsible for preparing and updating within one month of each fall and spring term, a directory of all member colleges to include their SGA officers and advisors. This complete directory should be forwarded to the FCSSGA Vice President for statewide publication.
- Contact all members of the Region Executive Board once per 21 calendar days, via fax, phone, mail or other means (outside of regularly scheduled conference calls).

Region Legislative Liaison

- Coordinates a Region wide effort to inform our elected officials of the needs and concerns of students of the Florida College System.
- Works with the Director of Legislative Staff to prepare a statewide report, which will inform all the Regions of this progress and promote the unification of FCSSGA's efforts.
- Contact all members of the Region Executive Board once per 21 calendar days, via fax, phone, mail or other means (outside of regularly scheduled conference calls).

Region Jurisprudence and Alternate Jurisprudence

- Interprets and be well versed of the FCSSGA constitution, Bylaws and Region Bylaws.
- Acts as the Sergeant of Arms who maintains order at all meetings of the Region.
- Be in charge of certification of votes cast at any Region meeting or caucus.
- Act as Parliamentarian who shall advise the Region Coordinator of proper Parliamentary Procedure as stated by Robert's Rules of Order, Newest Edition.
- Assist the Coordinator in the preservation of order, and to prepare an information sheet concerning Parliamentary Procedure for those attending.
- Contact all members of the Region Executive Board once per 21 calendar days, via fax, phone, mail or other means (outside of regularly scheduled conference calls).

Election Dates

January 17, 2020	Applications will be accepted
February 7 - 8, 2020	February Conference
March 22, 2020	Application Deadline (5 PM)
March 25, 2020	Approval of last day submissions Approval of all campaign materials
April 01, 2020	Candidate Resume Book Posted and Sent (Region Campus SGA Presidents/Advisors)
April 3, 2020	First day of April Year End Conference <ul style="list-style-type: none">• Campaigning closes at 11:59 p.m.
April 4, 2020	Last day of the April Year End Conference <ul style="list-style-type: none">• Voting Day• Announcement of Region Officers• Oath of Office
July 1, 2020	Official first day of office for the 2019 – 2020 Region Executive Board

Election Procedures

- Officer candidate forms and packets will be available on the web at <http://www.thefcsaa.com/activities/SGA/SGA> beginning **January 17, 2019**.
- All candidates must submit all their forms and documents to their appropriate Region Advisor by **March 20, 2019**. Any form or document received after that date or not completed will not be accepted. If the forms are incomplete, the candidate will forfeit their candidacy and must resubmit before the deadline. The earlier the form and documents are submitted, the better.
- No extensions for any form or document shall be given.
- All applications will be validated, processed, and approved by the respective Region Advisor after the application is submitted. Applicants for candidacy and their SGA advisor will be notified by email, as to whether or not their names will be placed on the ballot. This will occur no later than **March 25, 2019**. Names will be listed on the ballot in alphabetical order.
- Candidates shall be contacted by email and phone by the FCSSGA President throughout the campaigning process.
- Candidates are responsible for checking and responding to their email to obtain updates on the election process.
- Elections shall be administered through written or electronic ballot.
- Candidates may not change offices once their application has been submitted.
- Candidates may not run on a slate or joint ticket with other candidates.
- FCSSGA State and Region Executive Board members/advisors are prohibited from campaigning for any potential candidate.
- In a race where there are two or more candidates for an office, a simple majority will determine the winner of the race.
- Candidates running unopposed will have their position if no other candidates submit their application by the deadline.
- Candidates may view vote totals upon request.
- Written votes will be tabulated by the State Jurisprudence Committee.
- The voting ballots are contained by each Region in a sealed box during voting then they are transported by the State Jurisprudence Committee to a secure counting location and then kept with the State Advisor following the election.
- All other specific requirements and details concerning the candidate's role at the FCSSGA Year-End Conference on **April 3-4, 2020** will be sent to each candidate and the candidate's advisor through email.

Application and Forms

Please use this as a checklist of materials that must be submitted to the respective Region advisor by 5 PM on **March 20, 2019**.

- An officer application with all the required signatures.
- Official transcripts.
- A cover letter and resume.
 - The cover letter and resume shall contain a cover letter featuring the platform and biography of the candidate. Please include all the following information in the cover letter and resume:
 - full name, college and campus, major, awards and honors, previous and current student government or leadership roles, time commitment(s), skills and experience, position you are running for, plans if elected, your platform, qualifications, your vision for the future of the Florida College System, and why you want the position.
 - The cover letter should be less than 500 words, in bullet format and cannot exceed 2 pages.
- A formal headshot photo (in business professional clothing or SGA attire). It can be included in the cover letter, but should also be submitted separately.
- A copy of your flyer(s), brochure(s), and fact sheet(s). All campaigning materials must be approved before being displayed. You may have multiple copies of each; however, each one must be approved. Again, these items are due on **March 20, 2019**.
- A description of any campaign giveaways and handouts (if any).

Eligibility

All candidates should meet the following qualifications in order to be eligible for office:

- Maintain enrollment in, and complete, nine (9) credit hours each term (**This does NOT include summer terms** and college prep and students facing auto-graduation does not count).
- Maintain at least a 2.5 GPA (cumulative and semester).
- Submit transcripts each term to the respective Region advisor no more than 14 working days after grades are posted.
- Have not served for two years on a FCSSGA Region Executive Board.

You must have the continued support of your home college campus SGA Advisor and/or College/Campus Administration throughout the course of your term in office. Your home campus SGA Advisor reserves the right to withdraw their support of you holding office by stating this in a letter to the respective FCSSGA Region Advisor and FCSSGA State Advisor.

Campaigning

Candidates for Region executive board may campaign if they wish though it is not required. If you wish to campaign, review the rules and guidelines below.

Campaign Rules and Guidelines

- Campaigning should focus on talking with members and sharing your campaign ideas and goals. Candidates must maintain a professional image and demeanor at all times.
- **Dates of Campaigning:** Candidates may begin campaigning on **February 7, 2020** once all forms and documents are processed, and you have been marked eligible to run. No official campaigning can take place before then. Campaigning will then end on **April 3, 2020 at 11:59PM**.
- No door-to-door campaigning in hotels.
- **Day of Voting:** No type of campaigning shall take place on the day of voting. All candidates must refrain from entering the voting area and approaching those waiting to vote.
- **Campaign Speeches:** Approved candidates will have the opportunity during their respective Region meeting to deliver a campaign speech. Time allotment will be decided by the Region Coordinator.
- You may have a campaign theme that can be used throughout your campaign speech and campaign materials.
- **Social Networking:** Candidates may campaign through the FCSSGA Open Forum page on Facebook. We ask that candidates NOT campaign on the main FCSSGA Facebook page and FCSSGA Region Facebook pages. Candidates can use any social networking site to create groups, fan pages, and emails to use as well for campaigning as long as they have been documented on the application. Exercise caution when using them. Anything posted online under your name (even if it is not you) falls under the same scrutiny of all other types of campaigning. All election rules and ethics must be followed on these websites. Please monitor your websites and report any violations immediately (please see the complaints, violations, and grievances section). The purchase of ads or flyers on these sites is strictly prohibited. Sending SPAM is strictly prohibited. You cannot campaign online before the start date for campaigning. You cannot post your intent to run for office on any of these sites beforehand.
- **Campaign Visits:** Candidates are allowed to make campaign visits to other schools during school hours as long as they have been approved by his/her campus SGA advisor. You must schedule your visit with that campus student activities/student life department.
- **Campaign Supporters:** Candidates may have campaign supporters. Supporters are limited to the following: helping candidates through oral recommendation, wearing campaign promotional items, and passing out campaign materials (e.g., flyers, posters, etc.).
- **Campaign Financing:** Campaign financing is up to the individual candidate. It is up to the candidate to figure out their campaigning financing and discuss these matters with their college.

Campaign Materials

- The use of copyrighted symbols, slogans, logos, or characters on campaign materials is strictly prohibited.
- You may create up to 10 (space issues) posters standard size poster boards with the following information on it: picture of you, qualifications, activities, interest, or a personal statement. Your full name and the position you are running for must be on the poster.
- Use tack putty to put up signage. No tacking, pinning or taping signage.
- Do not place campaign materials on any vents, artwork, glass, stairs if any, on the floor, and in the bathrooms.
- Candidates are responsible for the removal and disposal of their campaign materials after voting.
- Candidates are responsible for the upkeep of their campaign materials.
- No banners may be hung anywhere.
- You may distribute flyers and place them neatly on chairs during your respective Region meeting.

Complaints, Violations and Grievances

- Any member of the FCSSGA may file an election violation against any candidate or election personnel for misconduct. Any event that violates the campaign regulations must be reported as a grievance and need to be submitted immediately to the President and State Advisor. These grievances need to be submitted via Grievances and Violations Report Form, which can be found online at <http://www.thefcsaa.com/activities/SGA/SGA>. All complaints and grievances shall be dealt with immediately.
- Submission of a violation does not automatically mean that there will be a penalty.
- The President, with reason to believe an election violation has occurred, may begin an investigation in the same manner as if a written complaint had been received. The President may charge candidates with election violations when members have reason to believe that a violation has occurred.
- Failure to respect any of the rules concerning campaign materials can result in confiscation of those campaign materials in violation.
- Failure to comply with any other campaign procedure, rule, guideline, or the ethical campaigning section can result in penalty and a possibility of disqualification from running.
- The President may conduct an investigation to determine if charges are true.
- All charges shall be presented to the accused candidate in written form.
- We will take the needed, appropriate action to ensure these rules are obeyed.
- You must campaign in a civil and respectful manner. Negative campaigning is prohibited. Any personal references about your opponent, any derogatory remarks about their college/ campus, all types of profanity, defamation, or slander towards the opposing candidates, anything that is against your college's policies, and any inappropriate language or messages are examples of negative campaigning and are strictly prohibited.
- You must respect the dignity and rights of others.
- If any campaign material is considered at all offensive to anyone, it shall be immediately removed. All campaign material is expected to be fair and in good taste.
- No unauthorized person may post or remove any campaign material of any candidate.
- The Jurisprudence Committee may remove any and all campaign material posted, displayed, or distributed in unauthorized locations.
- No candidate or representative of a candidate shall destroy, post over top, deface, tamper, remove, or steal any campaign material of another candidate.
- Fraud or deception in campaign materials or statements is prohibited.
- The use of force or the threat of force (intimidation and pressure) by a candidate or for its benefit is prohibited. Threat of loss of privileges as a group or individual, threat of physical harm and threat of social isolation is prohibited.
- Bribery, enticement, granting, or promising material or moral gains to anyone through campaign activities is prohibited.
- Candidates may not ask nor have anyone do any actions on their behalf that is a violation of the election rules.
- No one participating in the campaign process has built-in or unfair advantages.
- Candidates strive vigorously for fair, open elections, and to punish any actions not in conformity with such elections or forbidden by this packet.
- College administrators are prohibited from engaging in campaigning on behalf of students.

Region Executive Board Elected Positions Application

***REGION OFFICE POSITION SOUGHT (CIRCLE THE POSITION FOR WHICH YOU ARE
SEEKING OFFICE)***

REGION ASSISTANT COORDINATOR

REGION SECRETARY

REGION LEGISLATIVE LIAISON

REGION JURISPRUDENCE

ALT. JURISPRUDENCE

CANDIDATE INFORMATION:

NAME: _____ **COLLEGE:** _____

GRADUATION YEAR: _____ **CAMPUS:** _____

CONTACT NUMBER: _____ **EMAIL:** _____

HOME ADDRESS: _____

CITY AND ZIP CODE: _____

CURRENT YEAR IN SCHOOL: (CIRCLE)

FRESHMAN

SOPHOMORE

JUNIOR

SENIOR

ADVISOR INFORMATION:

CAMPUS ADVISOR'S NAME: _____

CAMPUS ADVISOR'S EMAIL: _____

CAMPUS ADVISOR'S PHONE: _____

COLLEGE CAMPUS FAX: _____

MAILING ADDRESS: _____

Declaration of Candidacy, Acknowledgement of election and campaign rules, regulations and policies and understanding of eligibility requirements

I _____ (State name), certify that I am eligible to run and I intend to continue meeting the eligibility requirements for the FCSSGA. I certify that I am a candidate for the Office of the FCSSGA (position title): _____ along with being a member and a representative of the Student Government Association of _____ (College and Campus)

I affirm to practice personal integrity in regards to the election. I understand that the rules for candidates, campaigning and the election process are listed in this Election Packet and I agree to comply with these rules. I have read each section of this packet, and I accept these campaign regulations and policies. I will follow all of my college's policies for travel/trips. Any failure to follow the rules may result in penalty. I further understand that my failure to follow these rules and regulations or to complete and submit the required materials by the deadline may result in the deletion of my name from the election ballot. I agree to step down from candidacy if there is a proven complaint or grievance against me if I am only asked to do so.

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 FCSSGA. I affirm to fulfill all the duties and obligations of my position as stated and required by the FCSSGA. I hereby ascertain that my qualifications meet with those outlined in the FCSSGA Bylaws and I have no difficulty with complying with them.

I understand that candidates may be held responsible for the actions of their campaign supporters. I affirm to emphasize the importance of personal integrity in regards to the election to my campaign supporters. I will stress the importance of reading each section of the FCSSGA Elections Packet and I will make sure that they agree to accept these campaign regulations and policies. Any failure on their part to follow these rules may result in penalty against me or them.

I understand that I must:

- ✓ *Maintain enrollment in 9 Credit Hours (college prep does not count) each term (excluding summer terms and Auto-graduation).*
- ✓ *Maintain at least a 2.5 GPA (cumulative and semester).*
- ✓ *Submit transcripts each term to the Region Advisor no more than 14 working days after grades are posted.*
- ✓ *Have not served for two years on the FCSSGA Region Executive Board.*
- ✓ *If I fall below these requirements, I am automatically in violation of the FCSSGA Constitution and no longer eligible to serve. It is my responsibility to notify my campus, Region and state advisor of the situation as soon as it is discovered.*

I will be able to commit the estimated amount of time as stated in the time commitment section of this packet and be able to travel to all conferences.

I agree to the periodic release of my records to ascertain my qualification as a FCSSGA Region Executive Board Member.

I agree that everything in this application is true and correct to the best of my knowledge and belief.

Student Signature: _____ Date: _____

CERTIFICATION OF ELIGIBILITY REQUIREMENTS

(To be completed by College Registrar or appropriate College Official)

I certify that this student meets the following eligibility requirements: Yes No

Currently enrolled in 9 Credit Hours (non-college prep): Yes No

Has at least a cumulative 2.5 GPA: Yes No

Official transcript attached: Yes No

Campus Registrar or Official Signature

Date

SUPPORT OF STUDENT AS AN OFFICER IN THE FCSSGA

(This portion is to be completed by the student's campus advisor)

- Student will have access to a computer and printer as needed to perform duties.
- Student will have access to a campus phone as needed for conference calls.
- Student will have access to a copy machine to make copies as needed for his or her duties.
- Student will have all supplies and equipment needed to perform their clerical duties and responsibilities, and they will receive assistance with those clerical duties and responsibilities if necessary.
- Student will be fully supported in their scholastic achievement.
- Student will be encouraged to take full benefit of this leadership development experience.
- Student is permitted and authorized to visit other college campuses and other campuses' activities for the purpose of conducting official FCSSGA business.
- Student will be actively supported and advised during their performance of their official duties.
- I am prepared to devote time to this student.
- Other support your campus is willing to give: _____
- Student will be able to travel on a monthly basis (paid by FCSSGA) for his or her FCSSGA position.
- See that your student uses proper grammar, practices proper manners and etiquette, portrays the proper image for the organization, displays good attitude and public relation skills, and prepares and submits documents promptly.
- Student will be assisted in making travel plans.
- Our college travel policy states: _____
- Student will be able to travel on his or her own. OR
- Student must travel with a college staff member (at the college's cost).
- I fully understand the nature and extent of the support detailed above. I have discussed these matters of college support with the candidate.
- If elected, our candidate will receive the enthusiastic support of our SGA, college, and advisor, in the execution of the duties of this office.
- If elected, I will maintain communication with the State and/or respective Region Advisor, in the event, the student leader becomes ineligible due to academic performance or other circumstances; The College can withdraw support at any time during the student's term by writing the State Advisor and/or respective Region Advisor, and the FCSAA Executive Director outlining that they are withdrawing their support.

I have read this packet and I agree to assist the candidate as necessary in their leadership development as well as the campaign supporters.

I understand that if the candidate fails to follow these rules and regulations or to complete and submit the required materials by the deadline, it may result in the deletion of their name from the election ballot.

I understand that any failure to follow these rules can result in penalty against the candidate and/or campaign supporters. I endorse and are willing to support this candidate through the election process.

Campus Advisor

Date

CAMPUS ELIGIBILITY

To completed by the candidate and their advisor.

If the above student becomes a member of the FCSSGA Region Executive board, they must remain active in his or her campus SGA.

Please define what is required per your campus to be an active member of your SGA at your campus (e.g., regular attendance at meetings, participating in campus events, activities, and volunteering):

He or she is expected to serve in a position on campus? Yes or No (circle one). If so, which position?

He or she **IS** or **IS NOT** (circle one) permitted to hold the office of President or Vice President on the local SGA while serving as a member of the FCSSGA Region E-Board?

I understand that as the local advisor regular communication with the Region and/or state advisor regarding ideas or concerns about the above student is the key to success. Eligibility is the number one cause of attrition in FCSSGA, and we need to work as a team to retain the above student.

As defined above, we hereby affirm that we will assist in retaining this candidate by making sure that they meet the requirements to be an active member as stated in your campus constitution.

You must have the continued support of your home college campus SGA Advisor and College/Campus Administration throughout the course of your term in office. Your home campus SGA Advisor reserves the right to withdraw their support of you holding office by stating this in a letter to the Region Advisor and Florida College System Executive Director.

Student Signature

Date

Campus Advisor Signature

Date

SOCIAL NETWORKING

If you have created any social media websites, please list the name and website address of each one below: **(They must be documented in order to be used or it is a violation. All forms of social networking must be approved.)**

Social Media Link: _____

Social Media Link: _____

Social Media Link: _____

Social Media Link: _____

Any other websites, pages, groups, etc. can be listed below:

----- APPLICATION COMPLETE -----

REGION & STATE USE ONLY

Application Received on:

Date: _____ Time: _____

All requirements are met.

All documents and forms have been received, verified, and completed.

Region Advisor Signature

Region Coordinator Signature