

Baton Rouge Community College

Student Government Association (SGA) Election Application Packet

(Revised 03/2016)

Spring 2016



SGA Election Positions (Circle One):

President
Vice President
Secretary
Treasurer
Parliamentarian

***This page must be returned with
completed application packet**



DOCUMENT CHECKLIST



Document Name	X
Election Packet cover sheet Circle position of interest (page 1)	
SGA Election Application (page 3-4)	
SGA Candidate GPA Verification form (page 5)	
Election Code Agreement form (page 13)	

*Completed application packets are due to Ms. Patricia McClanahan or Mr. Cedric Noel, located in the SPAR Office, Bienvenue Student Center Suite 142, no later than **12:00 noon Tuesday, April 12, 2016 (applications must be submitted on time NO EXCEPTIONS).**

***This page must be returned with completed application packet**



**Student Government Association 2016
ELECTION APPLICATION**

(please type)

Candidates Full Legal

Name: _____ **Student ID#:** _____

Home Address & Phone:

Alternate Address & Phone:

(____) _____

(____) _____

Primary E-mail & Telephone Contact (where you can surely be reached)

Are you a member of any social media networks? YES NO *(List your account/user name)*

Facebook _____ Twitter@ _____

Instagram _____ Other _____

All interested candidates **MUST be enrolled at BRCC at the time of applying and for the duration of their tenure in their elected position.*

Position for which you are applying (select only one):

____ President ____ Vice President ____ Treasurer ____ Secretary
____ Parliamentarian

Degree Program: _____

Number of Current Enrolled Credits: _____ **Overall GPA:** _____

Number of Completed Credits: _____ **Last Semester GPA:** _____

Are you in good standing at BRCC? ____ Yes ____ No

Have you attended any other college/university? ____ Yes ____ No

Have you held any other student leadership positions? ____ Yes ____ No

If yes, please list or explain: _____

I give the SGA Election Committee permission to use my statements, along with any photographs taken by College personnel or SGA Advisor, for use in connection with this election and any marketing the Election Committee deems appropriate, including but not limited to, The BRCC website and flyers.

Signature: _____ **Date:** _____

***Must be returned with completed application packet**

Page 1 of 2

**Student Government Association 2016
Election Application**
(please type)

Name: _____ Desired Position: _____

Please do not exceed 150 words per question in responding to the following questions. These responses may be used by the Election Committee in election-related publicity. Please **type your responses on a separate sheet of paper with your name and desired position in the upper right hand corner of each sheet.**

1. *Tell us about yourself.*
2. *Why are you running for office with the BRCC Student Government Association?*
3. *What experience or qualifications do you have related to the position for which you applied?*
4. *What is your platform and how do you plan to accomplish it, if you win?*
5. *BRCC is a commuter college, how would you increase student involvement with the SGA?*
6. *Define your idea of leadership.*

*I understand that elections are **Tuesday, April 19, 2016 thru Thursday, April 21, 2016**. I certify that the above information is true to the best of my knowledge and I authorize the Student Government Association to review my academic records for the purpose of verifying my qualifications. I understand there will be a mandatory meeting I am required to attend. I also understand that if elected I shall abide by all the rules of the BRCC Student Government Association and the Election Code. I further understand that intentionally giving false information with the intent to deceive is a direct violation of the Baton Rouge Community College Student Code of Conduct and may result in disciplinary actions recommended by the Director of Student Programs and Resources that will be enforced by the Dean of Students and/or the Vice Chancellor for Student Affairs.*

Signature of Applicant: _____ Date: _____

APPLICATION DEADLINE: **Tuesday, April 12, 2016, 12:00 noon (NO EXCEPTIONS). All SGA Applications must be returned to: Ms. Patricia McClanahan or Mr. Cedric Noel, in the Student Programs and Resources Office, Bienvenue Student Center, Suite 142. An incomplete application will result in the disqualification of the applicant. GOOD LUCK!**

***Must be returned with completed application packet.**

Page 2 of 2



SGA CANDIDATE ELIGIBILITY & GPA VERIFICATION FORM

Candidate Full Legal Name:

Last First Middle Initial

BRCC ID#: _____ Date of Birth: _____

Degree of Study: _____

Anticipated Date of Graduation: _____

OFFICE USE ONLY

Received _____ Date _____

Overall GPA: _____ Total Cr. _____ BRCC Cr. _____ Aca/Dis Prob. _____

Number of Semesters at BRCC: _____

Completed Credit Hours: _____

Verified By: _____ Date : _____

Enrollment Services Signature

**Must be returned with completed application packet*

ELECTION CODE

A fair and ethical Baton Rouge Community College (BRCC) Student Government Association (SGA) election is the foundation upon which this representative form of government is built; therefore, it is imperative that the elections have guidelines and codes to ensure that all candidates are elected in a fair and unbiased manner. Any actions or deviations from the election code may result in candidate disqualification. In accordance with the SGA Constitution, an Election Committee will organize and execute its prescribed duties regarding the election. The following guidelines are intended to promote a fair and impartial election process:

Section 1: Composition and Duties of the Election Committee

The Election Committee shall ensure that the election process is done according to the BRCC SGA Regulations. The Election Committee has the following assigned duties but not limited to:

1. Members of the Election Committee shall be made up of any of the following: the members of the Student Government Association, Senate, general student representatives, and Student Programs And Resources staff representatives.
2. A member of the Election Committee may not participate in campaigning, nor can he/she apply for any office while serving on the committee.
3. To enforce rules and regulations and impose sanctions up to disqualification for any violation.
4. To inspect and/or audit the expenditure of all candidates.
5. To ensure the efficient administration and operation of all elections.
6. To supervise and coordinate all activities related to the election.
7. To participate in a Mandatory Candidate meeting prior to any election for the purpose of explaining the Election Regulations and Guidelines, answering any questions prior to the candidates' campaigning.
8. To approve or disapprove of any campaign materials to be distributed by the candidates prior to distribution.
9. To patrol campaign areas and enforce all Elections Regulations and Guidelines.

Section 2: The Election Process

1. Voting

Election will be conducted by an electronic ballot.

Eligible voting students may vote only once with their own BRCC student ID number.

2. Voter Qualifications

A voter must be a currently enrolled student at BRCC.

A voter must have a valid BRCC student ID number at the time he/she votes.

3. Ballot

If a candidate withdraws from an election following the Mandatory Candidate Meeting, their Name will be withdrawn from the ballot.

No phrases or slogans may be attached to a candidate's name on the ballot.

The name that will appear on the ballot must be the name for which the student is registered.

4. Election Dates

General elections will be held April 19-21, 2016. Candidates please refer to Sections 9 & 11 of the BRCC SGA Election Packet. The SPAR Office reserves the right to postpone or reschedule elections due to any unforeseen circumstances.

5. Elections Results

Results of all elections must be posted for public display in the Bienvenue Student Center.

Section 3: Voter Qualifications

- A. Students must be enrolled at BRCC at the time of election.
- B. Students may only vote once for each position on the ballot.
- C. Persons with special needs will be provided assistance as needed through the Office of Disability Services.
- D. Students must present valid BRCC photo I.D.
- E. Electronic elections may be held and all registered BRCC students may vote electronically using their BRCC login.

Section 4: Dates of General and Run-off Elections

- A. General Elections will be held Tuesday, April 19, 2016 through Thursday, April 21, 2016, the official date announced in the Student Programs and Resources (SPAR) Office.
- B. Runoff elections, if necessary, will be held during the second week following the General Election as Special Elections.
- C. The Director of Student Programs and Resources shall retain and preserve all records and documents relating to candidate qualification, the Election Committee documentation and the results of a general, special, or runoff elections for at least one year after the date of a general, special, or runoff election. These records and documents, with the exception of candidate qualification records, shall be public record.
- D. SGA Elections
 - a. Polls via electronic ballot will open and be made available on the day of election at times announced in the SPAR office and posted on election material.
 - b. Students may vote at the designated voting areas using their current BRCC student ID.
 - c. Electronic elections may be held and conducted through the BRCC website.
- E. Special Elections (as needed)
 - a. Special elections will be called for as needed in the fall and spring semester by the Election Committee.

Section 5: Candidate/Officer/Appointee Qualifications

- A. BRCC SGA President candidate must be enrolled in and maintain at least 12 hours in the fall and spring semester and must have accumulated at least twelve credit hours or served as an SGA Senator for at least one semester.
- B. All other executive officer candidates must be currently enrolled in and maintain a minimum of nine (9) hours in the fall and spring semesters and must have accumulated at least twelve credit hours or served as an SGA Senator for at least one semester.
- C. All candidates must have and maintain at least a **2.5** GPA at the time of election and during their entire term of office.
- D. All candidates must qualify by deadline date and time as specified.

- E. All candidates must agree to abide by campaign regulations and rules set by the Election Committee. Any violations of these regulations will result in disqualification.
- F. All candidates must be in good standing with the college and the community.

Section 6: Candidate Certification

- A. Candidates applying for office must obtain an official candidate's package, including a copy of the candidate election application, SGA candidate GPA verification form, candidate timeline, student conduct code and the election code.
 - a. The packet will be made accessible to all students requesting a packet from the office of Student Programs and Resources.
 - b. The application must be typed and submitted, in its entirety, to Ms. Patricia McClanahan or Mr. Cedric Noel, no later than **12:00 noon, on the date listed on the official timeline. No Exceptions.**
- B. No candidate may apply for more than one office.
- C. No elected or appointed SGA Officer/student shall be compensated from more than one financial resource governed by SPAR/SGA at anytime.
- D. No elected or appointed SGA Officer/student shall hold more than one position at anytime
- E. A **Mandatory** Candidates Meeting will be held **on the date listed on the official Election timeline included in the election packet (page 13) - (Wednesday, April 13, 2016, 1:00p.m. All eligible candidates seeking office must attend. Potential candidates who do not attend this mandatory meeting will be disqualified.)** Candidates are responsible for all information covered during this meeting and the lack of knowledge will not be grounds for an appeal.
- F. The Election Committee will be responsible for verifying the eligibility of all candidates. If a candidate fails to meet the qualification requirements, their name will automatically be removed from consideration and they will be notified via official letter.
- G. Candidates are required to take a photo (head shot) immediately following the Mandatory Candidates Meeting. Photos will be used for election purposes only.

Section 7: Candidate Expenditures

- A. Total expenditures for general, runoff and special elections is \$150.00. SGA candidates must not exceed \$150.00 (NO EXCEPTIONS).
- B. Candidates will **not solicit** monetary donations and/or financial support of any kind from private businesses or organizations. Candidates will not request or use BRCC contractors or vendors for endorsement or dissemination of any campaign materials.
- C. An itemized list of all campaign expenditures must be submitted to the Election Commissioner, Ms. Patricia McClanahan no later than **12:00 noon, Friday, April 22, 2016. Failure to comply will result in candidate disqualification.**
- D. Failure to comply with expenditure report guidelines will result in disqualification and not grounds for an appeal. This report should be inclusive of in-kind services.
- E. Expenditure reports should be itemized and include all receipts. Also provide a dollar (\$) amount for in-kind services received during the campaign.

Section 8: Campaign Materials

- A. Candidates may display and distribute approved campaign materials **immediately following the 1:00 pm Mandatory Candidate Meeting (Wednesday, April 13, 2016)**.
- B. Posters should be limited to no more than 20 per candidate. Banners will be limited to no more than two per candidate. Other campaign items, such as t-shirts and buttons, may be used as well.
- C. Defacing, removing or otherwise tampering with any other candidate's election material is prohibited. Upon the filing of a written complaint by any candidate of alleged tampering, the election Board will convene within 48 hours to determine the legitimacy of the complaint. A written response will be forwarded to the complainant.
- D. All candidates' campaign material must be removed by **Friday, April 22, 2016 at 12:00 noon (No Exceptions!)**
- E. **Campaigning will contain only accurate and truthful information.** All campaign materials must be pre-approved by any staff member in the Student Programs and Resources or the General Election Commissioner before being displayed.
 - a. Campaign material cannot be posted to painted walls or glass of any campus property.
- F. No campaign paraphernalia may be worn while voting or brought to any area within 25 feet of the polls.
- G. All campaign materials must be removed from all areas that are within 25 feet of poll locations at least 24 hours before opening of the polls.
- H. All campaign material must be posted in approved/designated area. The candidates must follow the Posting Rules listed below:
 - a. Dos
 - i. Students are allowed to distribute push cards and flyers. Candidates should be sure not to disrupt academic class time.
 - ii. Students may place signs on campus lawn with wooden or metal stakes (no more than three [3] feet in total length).
 - iii. Students are allowed to place signs on laminated columns in the student center.
 - iv. Students are allowed to campaign at all sites.
 - v. Students are allowed to place campaign materials in designated areas in the parking garage, only the elevator terminal walls. (Not ON or IN elevators)
 - vi. Students are allowed to post campaign materials on designated BRCC sponsored bulletin boards.
 - b. Don'ts
 - i. No candidate will participate in or endorse any form of negative campaigning. Candidates can be penalized for any illegal action(s) taken on their behalf during the elections by campaign team members or workers.
 - ii. No postings allowed on any BRCC campus walls, glass doors, external doors, vending machines, windows, trashcans or benches.
 - iii. No campaign materials are allowed in the elevators. Do not post signs over other postings.
 - iv. Posters, flyers, or push cards cannot be placed on windshields.
- I. Electronic Campaigning Etiquette
 - a. The SGA Election Committee prohibits any kind of electronic campaigning, and campaigning materials discovered in any electronic medium will be brought before the General SGA Election Committee. These rules apply to all means of electronic and

Internet campaigning. This includes, but is not limited to, Facebook, Instagram, Twitter, IM, emails, text messaging, telephone solicitation and/or any other methods of social networking.

- b. Emails or use of information from BRCC related accounts whether candidate or member of candidates campaign team are not allowed.
- c. Links to electronic voting are not allowed.

Section 9: Solicitation at Polls

- A. No candidates or campaigning shall be within 25 feet of the voting polls, other than to cast their official vote or for official business in the designated area.
- B. No candidates or campaigning shall be within a college room that is **equipped with a computer** that is designated for student use. This applies to online elections only.
 - a. Exceptions to this rule shall include:
 - i. If a student must be in the designated room as part of their job description.
 - ii. If a candidate must pass through the designated room to access college services, only if other routes are inaccessible.
 - iii. If a student must use the designated room to utilize a computer for the advancement of their personal academic achievement.
- C. No campaign materials may be displayed or dispensed by the candidate within a college room that is equipped with a computer that is designated for student use.
- D. Electioneering in general is not permissible within a college room that is equipped with a computer that is designated for student use. No candidate or campaigning should be in the immediate vicinity of any student who is actively using a computer for any reason.

Section 10: Appeals

- A. Written appeals must be submitted to the General Election Commissioner within two (2) business days following the close of the polls. No appeal will be considered after the two (2) business day time period has expired.
- B. The General Elections Committee will convene to review the appeal with 24 hours of its submission. A written response will be forwarded to the complainant within three (3) business days.

Section 11: Definitions

- a. Campaign. The term “campaign” shall mean by individual(s) or planned action(s) working to promote or oppose any candidate or question voted by the student body.
- b. Active Campaigning. The term “active campaigning” shall mean any direct distribution of campaign materials or verbal encouragement to promote or oppose a campaign.
- c. Campaign Materials The term “campaign materials” shall mean any advertisement, document, or device of any kind whatsoever intended to promote or oppose a candidate or question voted upon by the student body.
- d. Harassment. The term “harassment” shall mean continued solicitation to an individual beyond the initial communicated refusal
- e. Candidate. The term “candidate” shall mean any individual who has satisfied all eligibility requirements to run for office in the primary and/or General Elections, has filed a declaration of candidacy with the election commissioner
- f. Make Public. The term “make public” shall mean to publish on the SGA elections website.
- g. Major Offenses. The term “major offenses” shall include but are not limited to the following.
 - i. Tampering with ballots or the electronic election system.
 - ii. Casting more than one ballot
 - iii. Allowing a person to cast a ballot in a name other than his/her own.
 - iv. Deliberate submission of false or misleading information or deliberate omission of information.
 - v. Failing to file required reports
 - vi. Harassment, intimidation, bribery or fraud with the intent of affecting the outcome of an election.
 - vii. Libelous or slanderous statements or conduct.
 - viii. Intentional actions to mislead or obstruct the elections committee in the completion of their duties.
 - ix. Encouraging the election committee is a major offense under code.
 - x. Incurring campaign expenses that exceed the limited.
 - xi. Campaign materials or activities that are disorderly, lewd, or indecent; breach the peace; or aid abet, or procure another person to breach the peace on university premises or at university sponsored activities.
- h. Minor Offenses. The term “minor offenses” shall be defined as any violations of this code.
- i. Posters. The term “posters” are defined as any campaign material larger than 8 1/2" x 14" but smaller than 2'x 3'.
- j. Banners. The term “Banners” are defined as any campaign material larger than 2'x 3'. There is no limit on the amount of any campaign materials that are less than or equal to 8 1/2" x 11.



ELECTION CODE AGREEMENT

I, _____, have read and understand all of the rules set forth in the Election Code. I will abide by all of the guidelines and understand that if I or any person campaigning on my behalf violates any section of this document, I may be removed from the election competition.

Candidate Signature

Office of Interest

Date

***Must be returned with the completed General Election Application along with attachments**



2016 ELECTION TIMELINE

<u>Date</u>	<u>Time</u>	<u>Event</u>
Monday, April 4, 2016	12:00 noon	Election Application packets available online via the BRCC website and SPAR Office
Thursday, April 7, 2016	1:00 p.m.	Interest Meeting/Application Process Meeting
Tuesday, April 12, 2016	12:00 noon	Election applications due to Patricia McClanahan or Cedric Noel, SPAR Office, Bienvenue Student Center, Suite 142 (NO EXCEPTIONS)
Wednesday, April 13, 2016	1:00 p.m.	Mandatory Candidate Meeting (Campaign Managers invited) Bienvenue Student Center, Rm 152 Photos will be taken; Campaigning Begins (Immediately After Mandatory Meeting)
Thursday, April 14, 2016	1:00 p.m.	Meet the Candidate Forum Bienvenue Student Center Cafeteria
Tuesday, April 19, 2016	10:00 a.m.	Election Voting Begins
Thursday, April 21, 2016	5:00 p.m.	Election Voting Ends
Friday, April 22, 2016	12:00 noon	All campaign materials removed from BRCC property (MANDATORY)
Friday, April 22, 2016	12:00 noon	SGA Candidate Expenditure Report due to Patricia McClanahan, SPAR Office, Suite 142 (NO EXCEPTIONS)
Friday, April 22, 2016	4:00 p.m.	Results posted in Bienvenue Student Center and on the BRCC website
Wednesday, April 27, 2016	5:30 p.m.	Winners introduced and inducted at the <i>Annual Student Recognition Ceremony</i>

STUDENT CODE OF CONDUCT

Membership in the College community confers upon students certain rights and imposes certain responsibilities, which are defined below. Students are expected to understand and exercise their rights, to meet their responsibilities, and to respect the rights of others. The College's Student Code of Conduct is expected to enforce these responsibilities and to afford the same rights to all students. The College will help to preserve a climate in which students can develop without denying this same opportunity to others. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

A. STUDENT RIGHTS

BRCC students have the following rights:

1. The right to be heard in matters that affect their rights and responsibilities.
2. The right to expect a quality education.
3. The right to develop their potential to the best of their ability.
4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do not have the right to disrupt college operations or interfere with the rights of others. Students are encouraged to exercise this right through the use of appropriate channels provided by the SGA and campus officials. In order to obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a Student Activity Request Form and submit it to the Office of Student Programs And Resources (SPAR) at least seventy-two (72) hours prior to the event/demonstration. The location must be approved by the Vice Chancellor for Student Affairs or Dean of Student Services.
5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.
6. The right to freedom of the press in student publications and communications. Individual students and student organizations have the right to publish, distribute, and broadcast items to the college community, provided that the materials are identified with the name of the student and/or club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/ obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the SPAR Office prior to distribution.
7. The right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with the SPAR Office are allowed to meet in rooms and spaces located on the college campus, provided that

reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations. Students, clubs/organizations, or student groups may not make room/space reservations at BRCC in their names for use by outside groups or organizations.

8. Student clubs/organizations registered with the SPAR Office have the right to invite a speaker to their meeting at the College. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice Chancellor for Student Affairs has the right to cancel a speaker's invitation and the sponsoring organization will be notified of any such cancellation at the earliest possible time.
9. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at BRCC do not indicate political affiliations, activities or beliefs and are not available to unauthorized persons within or outside the institution without the expressed written, legal consent of the student involved.
10. The right to due process when accused of any violation(s) of the regulations of the BRCC Student Code of Conduct. Due process is based on Student Life policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
 - a. a notice in writing of any charges.
 - b. admit to the alleged violation, waive an appeal, and accept the College's action(s).
 - c. admit the alleged violation and request an appeal.
 - d. deny the alleged violation occurred and request an appeal.
 - e. a fair appeal heard before an impartial committee.
 - f. appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
 - g. select an advisor who will attend the appeal along with the student.
 - h. call witnesses and present evidence.
 - i. receive a list of witnesses who are to testify against the accused student.
 - j. confront and cross-examine witnesses and/or accusers.
 - k. request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
 - l. appeal to the Vice Chancellor for Student Affairs; and if no resolution occurs, directly to the Chancellor of the College.

All candidates are expected to abide by the rules and regulations found within the BRCC Student Code of Conduct which can be found on the website under the New Students tab listed as the BRCC Student Handbook (pages 75-87). The General Elections of the Student Government Association will abide by ALL College policies. Any infraction(s) or failure to comply with College policy or personnel may result in the disqualification of a candidate.