

Student Government Elections: Executive Board Application

Dear Candidate:

Congratulations on your decision to run for elected office within the EIU Student Government for Spring 2013. As a member of the EIU Student Government, you can play an intricate part and role to effect change and make things happen on behalf of the EIU Student Body.

The first step to becoming an elected member of the EIU Student Government is carefully reviewing and completing the following information and documents contained in the EIU Student Government Candidates Election Packet as follows:

- *2013 Basic Time & Eligibility Requirements (p. 3)*
- *2013 General Executive Office Position Descriptions (p. 3-4)*
- *2013 Elections Timeline (p. 5)*
- *2013 Elections Guidelines (p. 6)*
- *2013 University Posting Policy (p. 7)*
- *2013 Violations of Elections (p. 8)*
- *2013 Candidate's Intent to Run Form (p. 9)*
- *2013 Candidate's Platform Essay (p. 10)*
- *2013 Candidate's Petition (p. 11-14)*

The EIU Student Government Association is available to assist you in your understanding of the requirements, responsibilities and regulations that govern your candidacy for elected office. However, please understand that as a candidate for office you are responsible for understanding and adhering to all requirements outlined in this packet. To insure that you are placed on the elections ballot as a candidate, please complete and return the *Candidate's Intent to Run Form*, *Candidate's Platform Essay* and the *Candidate's Petition* **NO LATER THAN – WEDNESDAY, MARCH 20**. If you should have any questions, do not hesitate to contact me.

Kaci L. Abolt
2012-2013 EIU Student Body President
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* Note: Grievances may be filed no later than 3 days following the unofficial election results. See details on p. 8

BECOME A PART OF IT!

ARE YOU SURE? Remember To...

1. Read through this packet carefully, and decide if EIU Student Government is right for you. Please review the EIU Student Government meeting schedule in this packet. All meetings are required unless your absence falls under the guidelines for absences located in the SGA by-laws.
2. Complete all forms contained within the *Candidate's Elections Packet*. *Incomplete forms will not be considered*. When all procedures are fulfilled it will be up to your peers to vote you into office. Election results will be tallied and unofficial results will be read at the Student Senate meeting on April 3. If you are ratified, you will be seated as a member of the Executive Board.

SGA FACTS

What is the EIU Student Government?

The EIU Student Government Association is a representative assembly elected by the EIU student body. Executive Members of EIU Student Government serve for a term of one academic year. Elections are held each spring semester in April. The purpose of the EIU Student Government is to represent the EIU student body .

What is the Structure of the EIU Student Government?

The SG is made up of the 3-Branches of Government – **Executive** (*President, Executive Vice President, Vice President Student Affairs, Vice President Academic Affairs*), **Legislative** (*Speaker of Senate, 30- Senators*) and **Judicial** (*(7) Student Supreme Court Justices appointed by the Student Body President*)

What's in it for YOU?

1. Gain career related experiences
2. Learn and practice leadership skills such as communication, delegation, goal setting, budgeting and programming.
3. Develop inter-personal and social skills by working with EIU administrators, staff and students leaders across the campus.
4. Make a difference on campus and impact the EIU community.
5. An opportunity for personal reward and achievement.
6. Make lifelong friends.
7. Executive Officer Stipends.

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General Executive Office Position Descriptions

NOTICE: Job descriptions are general for the purpose of highlighting basic duties and responsibilities associated with each SG Executive Position.

Basic Time Commitments for ALL Executive Positions

- Weekly Senate Meetings, Wednesday evenings at 7pm
- 8 office hours per week
- Bi-weekly meetings with executive council
- Bi-weekly meetings with Student Government Advisor
- Monthly meetings with Vice President for Student Affairs and President of the University

Basic Position Duties for ALL Executive Positions

- Shall be a currently enrolled and full-time EIU Student during semester seeking office
- “Elected” candidates shall be enrolled and full-time during term of office
- Shall have a minimum cumulative GPA of 2.5
- Shall be in good academic and disciplinary standing with university

Student Body President (Elected)

The EIU Student Body President shall be the representative of the EIU Student Body to EIU Administration. The EIU Student Body President shall serve on various committees, boards and legislative bodies within the university; shall appoint student representatives to university committees – *Intercollegiate Athletic, Union Board, Athletic Board, Student Publication, Judicial Board, CATS, Student Legal Service, Library Advisory, Laptop Initiative Committee, Bond Revenue, Enrollment Management, WEIU Advisory, University Environmental & Safety*; shall appoint all members of the Student Supreme Court; shall represent student body at all official university functions that include – Convocation, Commencement, awards banquets and other official university events; shall be in charge of the organization and operation of First Night event; shall be in charge of creating and presenting the annual EIU Student Government budget in association with the Speaker of the Senate and in consultation with the Executive Board and Student Senate.

Executive Vice President (Elected)

The EIU Executive Vice President shall be the representative of the EIU Student Body to EIU Administration and the Board of Trustees. The EIU Executive Vice President shall serve as the voting student representative on the EIU Board of Trustees. The EIU EVP shall appoint Student Representative to the Charleston City Council and all members of the Student Action Team, subject to a 2/3 vote of the Student Senate. Shall serve as an ex-officio member of and attend all meetings of the Student Senate External Relations and Tuition & Fee Review Committees. The EIU EVP shall serve as an ex-officio member of the Student Publications Board, the Energy and Sustainability Committee, the Health Services Board, and any other Student/Faculty Board

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prescribed by the University Internal Governing Policies. Shall, in accordance with University Internal Governing Policies, maintain communication with the chairs of and oversee the operations of all Student Faculty Boards. This oversight shall not interfere with the general operations and policies set by each individual Board, and deference shall be given to the chair of each Board in the execution of their Board's duties. The EIU EVP shall assume the duties of the Student Body President if he/she is unable to temporarily perform said duties of the office. The EIU EVP shall maintain the position of Student Trustee notwithstanding any changes to his/her position within Student Government, unless he/she resigns specifically as Student Trustee or fails to meet the requirements set by state statute for said position. The EIU EVP shall maintain all records of the Executive Branch, including but not limited to Executive Board Minutes, fall evaluation sessions, and final Executive Reports.

Vice President for Academic Affairs (Elected)

The EIU Vice President Academic Affairs shall be the representative of the EIU Student Body to EIU Administration; shall serve on the Council on Academic Affairs (CAA) and Faculty Senate; shall appoint student representatives to the CAA and Faculty Senate; shall serve on any other university committee prescribed by the University Internal Governing Policies; shall appoint student representatives to ATAC and Grade Appeals Committees; shall appoint all student deans. The Vice President for Academic Affairs shall serve as an ex-officio member of, and attend monthly meetings of, the Senate Academic Affairs Committee.

Vice President Student Affairs (Elected)

The EIU Vice President Student Affairs shall be the representative of the EIU Student Body to EIU Administration. The EIU Vice President Student Affairs shall appoint RSO Liaisons to assist EIU Student Government in coordinating with Registered Student Organizations; shall serve as an ex-officio member of the Senate Student Relations Committee; shall be charged with organizing and promoting the Student Organization Council (SOC). The VPSA shall be the Chairperson of all Student Organization Council (SOC) meetings. The VPSA shall keep an up to date dossier of RSO information. This shall include contact information, meeting time and location and a brief overview of the organization. The VPSA shall be charged with organizing PantherPalooza, Panther Service Day and other One Campus, One Community Events and programs. The VPSA shall serve as Chairperson of the Apportionment Board and shall report all actions of said Board to the Student Senate; shall attend all meetings of the Tuition and Fee Review Committee; shall serve as a voting member of the Student Publications Board, as an alternate member of the University Union Advisory Board; shall appoint all student members to the Apportionment Board, CUPB, and the Energy and Sustainability Committee, and any other committee as prescribed by University Internal Governing Policies.

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2013 SGA Election Timeline

Monday, February 18	Election Pack available in the Student Activity Center and the Student Government Website (http://castle.eiu.edu/~stdtgov/)
Wednesday, March 20	Intent to Run form (page 9), Candidate Platform Essay (page 10), Candidate Petition (page 11-14), and Candidate Platform Essay must be turned in to the Student Activity Center (MLK Jr. Union, 2 nd Floor) by 4pm (<i>Ballot order will be determined by when the completed packet is turned in</i>)
Thursday, March 21	6:00PM Candidate Meeting *Required for Everyone Sullivan Room, 3 rd Floor, MLK Jr. Union (<i>Individual head shot pictures will be taken</i>)
Monday, March 25	7:00PM Executive Debate *Required of Exec Candidates Charleston/Mattoon Room, 3 rd Floor, MLK Jr. Union
March 25-29	Interviews with DEN, Time/Date TBA
Monday-Tuesday, April 1-2	Online Elections begin at 12:00AM Monday- 11:59PM Tuesday (Link is sent to all students)
Wednesday, April 3	Unofficial results at the Student Senate Meeting Arcola/Tuscola Room, 3 rd Floor, MLK Union 7:00PM
Wednesday, April 10	Official results, Seating of New Senators, Speaker Elections *Required for Everyone Arcola/Tuscola Room, 3 rd Floor, MLK Union 7:00PM <i>Candidate Campaigning ends at 7PM ALL campaign materials must be removed</i>
Wednesday, April 17	Inauguration for Executives, Senator/Exec Training/Transition *Required for Everyone Grand Ballroom, 7:00PM

*Elected officers and Senators will meet with their outgoing position the week of April 17-24 for detailed officer transition. In addition all elected Executive Candidates and Senators should plan to attend Panther Service Day on Saturday, April 20.

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Elections Guidelines

From The Elections Reform Act

Title VI- Eligibility Requirements for Candidates

- I. Candidates must be enrolled in the University during the semester they seek office.
- II. A person may not occupy any two or more of the following offices simultaneously.
 - a. Student Body Executive Officer
 - b. Student Senator
 - c. Student Supreme Court Justice
 - d. Member of the Student Body Elections Commission
 - e. Chairperson or Vice Chairperson of the University Board
 - f. Voting member of the Apportionment Board, Judicial Board, or Student Publications Board.
- III. Candidates seeking office as a Student Body Executive Officer must be enrolled in the University a minimum of one semester prior to seeking office.

Title IX – Campaigning

- I. Campaign materials may be posted or distributed and other campaign activities carried out, in accordance with University Policy:
 - a. Notices for mailbox distribution must contain the resident’s name or “occupant”, the room number, and hall.
 - b. Candidates may not take actions to remedy posting violations aside from reporting the violations to the Commission.
 - c. Campaigners must honor “No Campaigning” signs on the door of residence hall rooms. Campaigners may not knock or slip materials under these doors.
 - d. Campaigning is prohibited in all Dining Centers.
 - e. Candidates are responsible for removing all posted literature within 48 hours following the election.
 - f. No chalking is permitted on University grounds.
 - g. No campaigning is permitted in any University computer labs or in Mary J. Booth Library.

University Posting Policy

No announcements, advertising, signs or printed matter may be placed on the interior or exterior walls, windows, or doors of any building (except in residences as permitted by Office of University Housing and Dining policy, in individual offices, or on designated posting areas), on trees, lampposts, trash containers, fences, sidewalks, grounds or equipment of the University. Advertising on parked vehicles, without prior written permission from the Campus Scheduling Office, is prohibited.

Bulletin boards are maintained by the University for academic use, for University business, or for other authorized purposes. The privilege of using such facilities for the promotion of co-curricular activities, for other events of interest to the University community, or for commercial purposes, is provided on a space available basis, subject to the following limitations and restrictions:

Registered student organizations or off-campus public service organizations may post, with advance approval from the Campus Scheduling Office, items which promote on-campus co-curricular activities or other events of educational or public service interest to the University community, provided that unrestricted bulletin boards are used in accordance with this policy. A list of boards available for such purposes is available from the [Campus Scheduling Office](#). Postings must include the name of the primary sponsoring department, Registered Student Organization, or other entity permitted to post on campus. Postings are limited to one per board, should not exceed 11"x 27", and are not to be placed over other current posters. Standard desktop staples, thumb tacks, or push pins are to be used; the use of tape or commercial staple guns is prohibited. Posted materials will normally be removed within 30 days or after the event. The use and placement of banners, sandwich boards, or other signs are subject to prior approval by the Campus Scheduling Office.

Each Residence Hall has a designated board for public posting. Any posting on this board must be approved through the Campus Scheduling Office. Once approved, the poster can be placed by the individual receiving the approval. Only one poster per individual can be placed at each posting location.

The advertising of commercial products, services, or off-campus businesses will be restricted to specified bulletin boards in limited locations, a list of which is available from the Campus Scheduling Office, unless otherwise approved by the Assistant Director, Campus Scheduling or designee. University bulletin boards may not be used to publicize events or activities which are unlawful or in violation of the Student Conduct Code.

Distribution of non-commercial handout literature is permitted outside of buildings, subject to reasonable time and place, and manner restrictions. Distribution of commercial handout literature is prohibited on campus without prior permission from the Campus Scheduling Office.

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Violations of Elections Guidelines

Any EIU student or Candidate for Office may challenge and file an election protest regarding alleged violations by a candidate's campaign, candidate's party, or the election process within 24 hrs. of the alleged violation and no later than 3 days of the Un-official Election Results, in the MLK Jr. Union - Student Activity Center by 4:00pm.

- A. Included in the protest must be the following:
 - 1. The violation(s)
 - 2. The violator(s)
 - 3. Citation of the specific rule(s) violated.
 - 4. Date and time of violation
 - 5. Other relevant circumstances of the violation or protest, and the signature of the protester.

- B. Alleged violations of the Election Rules will be subject to further review, investigation, and action by the EIU Student Supreme Court.

- C. Any violation of the Elections Commission regulations may also represent a violation of the Student Conduct Code and may be subject to review and referral to Judicial Affairs per University procedures defining said Student Conduct Code violations

- D. Defendants may appeal the decision of the EIU Student Supreme Court to the Office of Student Life within 24 hours of an official ruling or decision.

- E. After the protest/violation period has been observed, the Elections Commission will consider certification of the election results and forward its conclusions to the Student Body President and Student Government Advisor within 72 hours.

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Student Government – Intent to Run

I certify that I am a candidate for the position of _____ in the Student Government Association, that I am eligible to serve, that I intend to continue to be a student at Eastern Illinois University during the proposed term of office, and that, if elected; I will serve to the best of my ability.

If elected, I agree to serve the Student Body to the best of my ability and to fulfill the responsibilities of my position set forth in the Student Body Constitution.

Name _____

Signature _____

E# _____

Telephone # _____

Email _____

Address _____

GPA (cumulative) _____

Party Affiliation _____

Disclaimer: By signing these documents you are allowing the Student Activity Center to check your GPA.

Candidate's Platform Essay

One Page Platform Essay (Executive Officer Candidates Only)

A Candidate's Platform Essay is an opportunity for you as candidate to share the skills, abilities and vision you will bring to the position if elected. As a candidate seeking office you should include reasons for running for the office/position, the student/campus issues you as a candidate would like to address during your term, potential programs/projects and your qualifications for the position.

Your 1-page Candidate's Platform Essay should be typewritten no more than 250-300 words. Your essay will be displayed on-line on the EIU Student Government website - <http://castle.eiu.edu/~stdtgov/>

Please take the time to "Proof" your essay for spelling and grammatical errors before submitting. **Your essay is due along with the "Intent to Run" Form and "Candidate's Petition" NO LATER THAN March 20, 2013 no later than 4:00PM in the MLK Jr. Union – Student Activity Center, 2nd floor**

Petition

PETITION FOR

(Student Sanor)

CANDIDATE NAME _____

E# _____

Candidates are required to complete this sheet and file it in the Student Activity Center before the provided date. **Signers of the nominating position must provide ALL of the requested information, or their signature will not be counted.** Those running for Executive positions need 100 signatures from 100 different students. Extra signatures are highly recommended.

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