



University of South Florida Sarasota-Manatee
STUDENT GOVERNMENT

EXECUTIVE BOARD ELECTION PACKET

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SUBMIT THE FOLLOWING PAGES

Intent to Run Application

Candidate Profile

Petition to Run Form

Candidate Expense Contribution Statement

**Application and appropriate documentation due
on or before 5:00 p.m., 3 April 2006**

to the

Office of Student Affairs
Westside Student Center
5700 North Tamiami Trail
Sarasota, Florida 34243

ELECTIONS: April 10, 11, 12, and 13, 2006: Westside Student Center

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What it Means to be an Officer

Leadership. Commitment. Community.

It is important to understand that being a member of the Student Government Executive Board is not something to be entered into lightly or with the idea that it is a “sometime thing” that you can fit into your life. You will find that it becomes a big part of your life, both on and off campus, and, what is more, it is a great *responsibility* to the students of the University of South Florida Sarasota-Manatee and to our surrounding communities.

As expressed by Donald H. McGannon (former CEO Westinghouse Broadcasting Corporation):

“Leadership *IS ACTION*, not position.”

The fact that you are working towards your degree at the University of South Florida Sarasota-Manatee speaks to your commitment to yourself.

The fact that you are preparing to run for elected office speaks to your commitment to yourself, your fellow students, and your wider community.

Lance Secretan, Industry Week, 10/12/98

Leadership is not so much about technique and methods as it is about opening the heart. Leadership is about inspiration—of oneself and of others. Great leadership is about human experiences, not processes. Leadership is not a formula or a program, it is a human activity that comes from the heart and considers the hearts of others. It is an attitude, not a routine.

More than anything else today, followers believe they are part of a system, a process that lacks heart. If there is one thing a leader can do to connect with followers at a human, or better still a spiritual level, it is to become engaged with them fully, to share experiences and emotions, and to set aside the processes of leadership we have learned by rote.

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How to Become an Officer

1. Complete, and submit by the announced deadline, all paperwork within the Student Government Packet, including petition requirement. Executive Board Candidates (President, Vice President, Treasurer, Secretary, and Senate Chair) are required to have thirty-five [35] signatures on the petition. *These signatures must be those of currently enrolled students. Any signatures found not to be currently enrolled students will automatically invalidate the candidate's application.*
2. Attend the "Know What it Means To Be a Member of Student Government" Workshop presented by the sitting Executive Board Members/Office of Student Affairs on Monday, 27 March 2006, at 3:00 p.m. in the Media Center Conference Room in the Jane Cook Library (LBR 209). No candidate will be allowed to run who has not attended this Workshop or made alternative arrangements as set forth in the "SGA Election Packet Receipt."
3. Run for the Officer position during elections.
4. Complete salary incentive paperwork or volunteer time to office hours.
5. Attend appropriate Student Government meetings and/or events.

Campaigning

Note: See page 5 for additional rules and regulations for campaigning.

1. Plan your strategies for campaigning.
2. Application and Campaign materials must be approved by the Student Affairs Coordinator (located in the Westside Student Center, Room 103).
3. *On the day of elections*, individuals campaigning will not be permitted in the Westside Student Center *except for the time it takes to cast their vote in the elections* and, furthermore, must be twenty-five [25] feet away from the Westside Student Center at all times. No campaign materials or campaigning will be allowed within the Westside Student

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Center on the day of elections. *Any violation of this rule will cause a formal complaint to be filed against the offending party and may result in that person's dismissal from the ballot.*

4. Individuals campaigning are encouraged to cast their vote. Remember that as part of your office it is up to you to set an example for your fellow students.
5. Individuals campaigning must remove all election materials from around the campus when the election polls close.
6. Results of elections will be posted in the Westside Student Center. Individuals who would like to dispute the results have twenty-four hours after results are posted to voice concerns to the Student Affairs Coordinator, *in writing (note that e-mail is not considered a valid form of written notice).*

Available Student Government Positions

Position Title	Number of Positions	Term of Office
Executive Board		
President	1	1 Year
Vice President	1	1 Year
Secretary	1	1 Year
Treasurer	1	1 Year
Senate Chair	1	1 Year

Description and Responsibilities

Note should be made that the responsibilities of each office are not all inclusive. There may be, and in fact, will be those times when you will be required to perform “other duties as assigned/assumed” in order to fulfill the functions of your office. It is traditional that all members of Student Government, but especially the President, is called upon to give more than 100% to Student Government Association. Understand that this is not meant to be a harsh interpretation of one or more individual's job description, but is a usual offshoot of the willing assumption of responsibility that is assumed to be understood by the individual seeking that office. Always keep in mind that you are willingly assuming the responsibility of being a representative for your entire student body, your University, and your wider community.

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President

The President shall be the principle executive officer of the Student Government and shall preside and perform such duties incidental to the office, including all Student Government meetings and attendance at all Student Government-sponsored and University-sponsored events. The President is the primary representative for the USF Sarasota-Manatee student body within the University structure. The President additionally acts as a liaison to the community, representing not only the University, but also its students.

The role of President is a demanding one and requires that the individual recognize that he or she has the stamina of spirit to perform the necessary duties of President, possesses the poise and maturity necessary to deal with the Management Committee, the CEO, the Board of Trustees, Faculty, Staff, and Students of the University of South Florida Sarasota-Manatee. Additionally, as the President of a regional campus of a major Research 1 University, the President is a liaison and representative between the Sarasota-Manatee campus and the other campuses. This means taking the time to develop relationships within and without the Sarasota-Manatee Campus and to meet obligations concerning non-Student Government Association sponsored events.

The President will be called upon for his or her opinion and to express the opinion, orally and in writing, of the students of the University. To that end the President must possess a willingness to speak in public and a command of the written and spoken word.

The President is responsible for the Student Government Budget and for monitoring compliance by the recognized Campus Student Organizations.

The President is required to spend *at least* twenty-five hours per week *working* for Student Government, for which he or she is entitled to remuneration at the current hourly rate as determined by the Student Government Executive Board.

Vice-President

The Vice-President shall perform the duties of the President in the President's absence. Such responsibility mandates that the Vice President has the stamina of spirit to perform the necessary duties of President, possesses the poise and maturity necessary to deal with the Management Committee, the CEO, the Board of Trustees, Faculty, Staff, and Students of the University of

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South Florida Sarasota-Manatee. Additionally, as the Vice President of a regional campus of a major Research 1 University, the Vice President is a liaison and representative between the Sarasota-Manatee campus and the other campuses.

The Vice President will be called upon for his or her opinion and to express that opinion, as well as the opinion of the student body of the University of South Florida Sarasota-Manatee, orally and in writing. To that end the Vice President must possess a willingness to speak in public and a command of the written and spoken word.

The Vice President shall be the ex-officio chairperson to all Sarasota-Manatee Campus Clubs and Organizations, and shall, whenever possible, attend meetings of the Clubs and Organizations and monitor each entity's compliance with the rules, regulations, and policies of the University and of the Student Government.

The Vice President shall be responsible for attending all senate meetings as an observer and as a non-voting member to ensure that the rules, regulations, and policies of the University and Student Government are maintained.

The Vice President is responsible for reviewing and monitoring the budget of Student Government and, with the other members of the Executive Board, ensuring that the funds provided to the recognized Campus Clubs and Organizations are spent in accordance with the policies and procedures of the University, state of Florida statutes, and Student Government.

The Vice President is required to spend *at least* twenty-five hours per week working for Student Government, for which he or she is entitled to remuneration at the current hourly rate as determined by the Student Government Executive Board.

The description of the Vice-President's job notwithstanding, the Vice-President is not to be considered a "stand-in" or "easy substitute" for the office of President. In all matters, the officeholder of President shall be responsible for meeting the duties and responsibilities of that office.

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Treasurer

The Treasurer shall be responsible for maintaining accurate expenditure records, as well as maintain surveillance over the usage of the Activity and Service Fee money as indicated by Florida State Statutes.

The Treasurer is an ex-officio member of the Budget Committee, and shall prepare each new fiscal budget to the Student Government, as well as working with Clubs and Organizations, when necessary, to define their individual budgets.

The Treasurer will be responsible for monitoring compliance by the Campus Clubs and Organizations insofar as requirements to be met for allocation and expenditure of allotted Activity and Service Fees.

The Treasurer must possess the poise and maturity necessary to deal with the Management Committee, the CEO, the Board of Trustees, Faculty, Staff, and Students of the University of South Florida Sarasota-Manatee. Additionally, as the Treasurer of a regional campus of a major Research 1 University, the Treasurer is a liaison and representative between the Sarasota-Manatee campus and the other campuses.

The Treasurer will be called upon for his or her opinion and to express that opinion, as well as the opinion of the student body of the University of South Florida Sarasota-Manatee, orally and in writing. To that end the Treasurer must possess a willingness to speak in public and a command of the written and spoken word.

The Treasurer is required to spend at least fifteen hours per week working for Student Government, for which he or she is entitled to remuneration at the current hourly rate as determined by the Student Government Executive Board.

Secretary

The Secretary shall keep and maintain Student Government records, including minutes from the Executive Board and the Senate Board Meetings, and shall ensure that all members of the Executive Board and Senate Board receive copies of the Minutes and that any amendments to those Minutes are made in a timely manner.

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The Secretary shall be responsible for maintaining and ensuring that accurate records are presented to the Executive Board of the Campus Club and Organization meetings, as well as records of special events sponsored, in whole or in part, by the Student Government.

The Secretary must possess the poise and maturity necessary to deal with the Management Committee, the CEO, the Board of Trustees, Faculty, Staff, and Students of the University of South Florida Sarasota-Manatee. Additionally, as the Secretary of a regional campus of a major Research 1 University, the Secretary is a liaison and representative between the Sarasota-Manatee campus and the other campuses.

The Secretary will be called upon for his or her opinion and to express that opinion, as well as the opinion of the student body of the University of South Florida Sarasota-Manatee, orally and in writing. To that end the Secretary must possess a willingness to speak in public and a command of the written and spoken word.

The Secretary is required to spend at least fifteen hours per week working for Student Government, for which he or she is entitled to remuneration at the current hourly rate as determined by the Student Government Executive Board.

Senate Chair

In the past there has often been some confusion about the office of Senate Chair. In fact, the Senate Chair is a Senator representing his or her College. The Senate Chair shall preside over (supervise) all the Senators, leading them in carrying out the legislative duties of the Senate and the Student Government. The Senate Chair shall propose all legislative changes, resolutions, and amendments to the Executive Board. The Senate Chair shall attend all Executive Board meetings and bring information back to the Senators. Additionally, the Senate Chair will have a vote in the Executive Board (which vote shall, in many instances, represent the opinion of the Senate), but shall not have a vote in the Senate. In this instance the office of Senate Chair is much like the office of President within the Executive Board).

The Senate Chair is responsible for spearheading recruitment of Senators, seeking nominations from the Faculty and from the Student Body, and performing the initial review of applications and interviews of Senator Applicants. Once the Senate Chair is satisfied that the application has been completed correctly, he or she will then present the Senate Applicant at the next scheduled meeting of the Senate Board, but not to be less than within ten working days, and the Senate

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Board shall review the Applicant and materials. Once the Senate Applicant has been through the Senate interview, the Senate Applicant will either be affirmed or denied. If confirmed, the Senate Appointee will be presented to the Executive Board for ratification at the earliest possible time, but within ten business days of confirmation by the Senate.

The Senate Chair must possess the poise and maturity necessary to deal with the Management Committee, the CEO, the Board of Trustees, Faculty, Staff, and Students of the University of South Florida Sarasota-Manatee. Additionally, as the Senate Chair of a regional campus of a major Research 1 University, the Senate Chair is a liaison and representative between the Sarasota-Manatee campus and the other campuses.

The Senate Chair will be called upon for his or her opinion and to express that opinion, as well as the opinion of the student body of the University of South Florida Sarasota-Manatee, orally and in writing. To that end the Senate Chair must possess a willingness to speak in public and a command of the written and spoken word.

The Senate Chair is required to spend at least ten hours per week working for Student Government, for which he or she is entitled to remuneration at the current hourly rate as determined by the Student Government Executive Board.

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Eligibility for Officers

- ∞ Must be enrolled in a minimum of one (1) class on either Sarasota ~ Manatee Campus (Sarasota or South County).
- ∞ May *not* be a New College of Florida Curricula Student.
- ∞ Must complete the “What it Means To Be in Student Government” Workshop or its equivalent.
- ∞ Must have a minimum GPA of 2.2, overall.
- ∞ Must complete and submit the Election Packet on or before the due date (3 April 2006, 5:00 p.m.).

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Rules and Regulations for Candidates of Student Government

1. Complete, and submit on or before the announced deadline, all paperwork within the Student Government Packet, including the petition requirement. Executive Board candidates are required to have thirty-five [35] signatures of currently enrolled students.
2. Attend the “Know What it Means To Be A Member of Student Government” Workshop or its equivalent.
3. Run for the officer position during elections.
4. Meet with the Student Affairs Coordinator for an “Intent to Run” Seminar.
5. Complete salary incentive paperwork, or volunteer time to office hours.
6. Attend appropriate Student Government meetings and/or events.

Campaigning for the Student Elections

1. Plan your strategies for campaigning
2. The Office of Student Affairs (located in the Westside Student Center) must approve the Application and all campaign materials. ***Once these materials have been approved, NO new campaign materials may be used.***
 - a. Posters, flyers, and banners may be hung on bulletin boards designated by specific use of the University of South Florida.
 - b. Campaign materials for the individual candidates ***MAY NOT*** exceed twenty (20) inches in dimension.
 - c. Posters and flyers ***MAY NOT*** BE HUNG ON CLASSROOM DOORS OR OFFICE DOORS. Keep in mind that if posters or flyers are to be posted in the Westside Student Center that there are prescribed posting guidelines that must be adhered to. Any posting not authorized will be removed. ***No Exceptions!***

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- d. Speeches may be conducted, but not on Election Day.
 - e. Candidates *MAY NOT* use sound mechanisms for the purpose of advancing their campaign. This includes, but is not limited to, microphones, bull horns, public address systems, karaoke equipment, and any other voice or image amplification or projection equipment.
 - f. Candidates are prohibited from using imaging on computers or telephones on the day of elections to transmit their image to students for purposes of campaigning.
 - g. Candidates are prohibited from campaigning within a class room either before, during, or immediately after class time.
3. Campaign Literature
- a. Campaign materials must be equal in number to the materials of the opponent in one given area. Candidates are encouraged to be creative in campaign literature.
 - b. All campaign literature must be approved by the Office of Student Affairs. Any campaign literature observed posted without approval will be removed.
 - c. Defacing or destroying campaign literature of another candidate is prohibited. Such action, if performed by or at the instruction of another candidate, will result in that candidate being removed from the ballot and prohibited from serving as an officer in Student Government for a period of one school year.
4. *On the day(s) of election*, individuals campaigning may not enter the Westside Student Center - *except once to cast his or her vote* - and at all other times must be twenty-five feet [25] away from the election polls. No electronic devices or voice or image projection equipment may be used by the candidate.
5. Individuals campaigning are encouraged to cast their vote for the candidate of their choice. It is good to set an example to the entire student body.
6. Individuals campaigning must remove all election materials when the election polls close.

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6. Results of elections will be posted in the Westside Student Center. Individuals who would like to register a dispute on the results of the election may do so, in writing, to the Student Affairs Coordinator, within twenty-four [24] hours of the results being posted. *Note that an e-mail is not considered to be a valid written notice.*

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Day of Elections

1. Ballot Boxes
 - a. Ballot boxes shall be located in the Westside Student Center on the days of elections.
 - b. Ballot boxes shall be locked and sealed for the term of the elections.
 - c. No campaign literature of any kind may be affixed to a ballot box.

2. Poll Tenders
 - a. Any student who is not a candidate or a campaign worker may be a poll tender, subject to the approval of the Elections Committee Chairperson.
 - b. Poll tenders shall be required to certify, in writing, at the beginning and end of the voting day, the integrity for the ballot box in his or her respective precinct.
 - c. Poll Tender Responsibilities include, but are not limited to:
 - (i) Following the Election Rules
 - (ii) Reporting any violation to the Elections Committee in a timely manner, and requesting appropriate action/response.
 - (iii) Removing partisan literature posted within twenty-five [25] feet of the polling location.
 - (iv) Maintaining an accurate count of all ballots distributed from each polling place.

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Violations and Disqualifications

1. No slanderous or libelous information may be posted about another candidate. *Any violation will constitute immediate disqualification.*
2. No defamation of another candidate's campaign materials will be allowed. *Any violation will constitute immediate disqualification.*
3. In the event a violation does occur, the charging party has twenty-four (24) hours from witnessing the occurrence to file a charge with the Office of Student Affairs. This charge must be made in writing (note that e-mail notification is not considered valid written notice). The Elections Committee will convene and investigate all evidence. The decision of the Elections Committee, to uphold or deny the accused violator(s) shall be final and binding (which can include, but not be limited to, removal of the candidate from the elections).

Counting Votes

1. All votes shall be counted within a secured location. The following individuals are allowed in the room when the votes are being counted, but it is not necessary that each individual so identified be in the room to validate the election results:
 - ∞ Elections Committee Members
 - ∞ Student Government Advisor
 - ∞ One (1) representative of each candidate *but not the candidate him/herself.*
 - ∞ Minimum of one (1) staff or faculty person, in addition to the Student Government Advisor.
 - ∞ A representative of those running if each person running has a representative present.
 - ∞ Other individuals deemed necessary by the Elections Committee.
2. Only members of the Elections Committee, the Student Government Advisor and the Staff or Faculty representative may actually count the ballots.

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3. All results of elections will be official upon certification by the Elections Committee Chairperson.

Recounts and Run-Offs

1. A recount shall be automatic if the election result for that office is within three percent [3%] of the total votes cast for the top two candidates.
2. Any candidate entitled to, and desiring, a recount must contact the Elections Chairperson no later than twenty-four [24] hours after the final tally is posted. The requesting candidate must contact the Office of Student Affairs.
3. A run-off election, involving the top two candidates, will occur two weeks following the original election.
4. If two candidates are eligible and only one decides to run, there will be no run-off election. "The remaining candidate shall be declared he winner.
5. A write-in candidate shall take part in a run-off election only if he or she receives the highest or second-highest vote totals in the original election. In such event, the name of the write-in candidate shall be entered on the ballot.
6. A candidate who receives a majority of all votes cast shall be declared the winner.

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**APPENDIX A
ELECTION WORKER CERTIFICATION**

I, _____, do solemnly attest and affirm that I am not related by blood or marriage or any other relationship to any candidate in the Election to be held on _____, that I am not a candidate for any Student Government office, and that I have not served as a campaign manager or worker in any candidate's campaign in this election. Further, I am unaware of any event, circumstance, or situation which would threaten the integrity of the ballot totals.

_____/_____/_____
Date

Signature

Witnessed by:

_____/_____/_____
Date

Signature

Print Name

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**Student Government
APPLICATION ELECTION PACKET**

**APPENDIX B
POLL TENDER CERTIFICATION**

I, _____, do solemnly attest and affirm that I am not related by blood or marriage or any other relationship to any candidate in the Election to be held on _____, that I am not a candidate for any Student Government office, and that I have not served as a campaign manager or worker in any candidate's campaign in this election. Further, I am unaware of any event, circumstance, or situation which would threaten the integrity of the ballot totals.

I further certify that I have accepted the Ballot Box (marked Ballot Box _____) on the _____ day of _____, 2_____, from _____ at _____ (time). The Ballot Box was presented to me and received by me in sealed condition, and I have not tampered with or threatened the integrity of the Ballot Box by any action.

_____/_____/_____
Date

Signature of Poll Tender

Affirmed by:

_____/_____/_____

Signature of Elections Committee Member

Print Name

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Student Government
INTENT TO RUN APPLICATION FORM

This form must be submitted to the Office of Student Affairs in the Westside Student Center *on or before 3 April 2006.*

Please Type or Print All Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Identification Number (*not* Social Security Number): **U** _____

Telephone Number: _____ Cell: _____

Current E-mail Address (*one you actually check*): _____

Anticipated Graduation Date: _____ Major: _____

College: _____ Anticipated Degree: _____

I, _____, certify that I have read the Election Packet and Rules. I also certify that I am taking at least one course at the University of South Florida, Sarasota-Manatee Campus, and meet the criteria for candidacy. If elected I will serve my term to the best of my ability.

Signature

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Approved Denied Date: ____/____/____

If Denied, Explain: _____

Office of Student Affairs: _____

Signature

Date

Election Committee Chair: _____

Signature

Date

University of South Florida
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Student Government
CANDIDATE PROFILE

Please Type or Print Information

Name: _____

Candidate for: _____ Major: _____

If a Candidate for Senate Chair, indicate College: _____

Anticipated Date of Graduation: _____ Anticipated Degree: _____

Past Experience in Student Government (if 'none,' so indicate):

Position	Period of Service	Comments

*Please answer the following questions as completely as possible.
Additional paper may be used, if necessary.*

1. If elected / appointed, what would you seek to accomplish or change during your tenure with the Student Government?

2. If you are not elected to your position will you still be a vital part of student government and contribute in all ways possible? Please explain why or why not.

3. Detail the advantages or disadvantages associated with the position you are seeking.

4. What do you believe to be the fundamental role(s) of Student Government?

5. What areas of Student Government could be improved and why?

6. If it were in your power, what one service should Student Government offer? Why is this important?

7. Student Government is responsible for programming activities on campus. How do you feel you could enhance this aspect of the Student Government?

8. Describe your view of the campus student body.

9. Student Group XYZ (a non political association) has approached the Student Government requesting funds to bring a known adversarial guest to our campus. Would you agree to bring this guest regardless of how you, personally, feel about his or her viewpoint? Your vote on this issue will be decisive since the rest of the Student Government is split 50/50. Your friends – not necessarily members of the Student Government – have voiced opposition to your personal feelings about this guest. Would your vote be based on your personal beliefs concerning the advantages and/or disadvantages of this potential guest, or would you decide your vote based on your friends’ opinions?

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**Student Government
PETITION**

Please Type or Print Information

Name: _____ Candidate for: _____

I, _____ (print name of Faculty or Staff member nominating student)
nominate the above-named student for the above-named position.

Signature

Date

	Print Name	Signature	Major	Student ID Number
1				U
2				U
3				U
4				U
5				U
6				U
7				U
8				U
9				U
10				U
11				U
12				U
13				U
14				U
15				U
16				U
17				U
18				U
19				U
20				U
21				U
22				U
23				U
24				U
25				U
26				U
27				U
28				U
29				U
30				U
31				U
32				U
33				U
34				U
35				U

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**Student Government
CANDIDATE EXPENSE CONTRIBUTION STATEMENT AND FINANCIAL INFORMATION**

THIS FORM IS DUE NO LATER THAN 9:00AM ON THE DAY AFTER THE ELECTION

All candidates running for an office shall not spend more than Three Hundred Fifty [\$350.00] Dollars on their campaign. Items which are donated to the campaign shall not exceed *a total of* One Hundred [\$100.00] Dollars, and should be given fair market value estimates. The aggregate total, therefore, allowable as campaign funds is Four Hundred Fifty [\$450.00] Dollars. *Special Note: Under no circumstances can Activity and Service Fee Funds be used to fund any candidate's election campaign.*

All receipts are to be submitted with this form.

Please Type of Print Information

Candidate: _____ Position: _____

Quantity	Description of Item(s) Purchased or Item(s) Donated	Place(s) of Purchase or Name(s) of Donating Party(ies)	Unit Price Fair Market Value	Total Price (Quantity x Unit)
TOTAL EXPENDITURES				

I hereby certify that this Expense Contribution Statement is true and correct.

Candidate's Signature

____/____/____
Date

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**Student Government
“KNOW WHAT IT MEANS TO BE A MEMBER OF STUDENT GOVERNMENT”**

WORKSHOP ATTENDANCE VERIFICATION

This form must be submitted on or before the announced deadline for submission of materials, and is to be considered an integral part of the complete Election Packet. No candidate will be considered to be a valid candidate without submitting this form.

Please Type or Print Information

Name: _____ Candidate for: _____

This certifies that _____, the above-named candidate for the USF Sarasota-Manatee Executive Board position named above did attend the “Know What it Means to be a Member of Student Government” Workshop on the 27th day of March, 2006, or by an alternative meeting with Student Affairs and/or Student Government on _____. By signing this form the named candidate acknowledges that he or she understands the responsibilities, duties, and obligations of the office he or she is seeking and, if elected, accepts those responsibilities, duties, and obligations.

USF Sarasota-Manatee Student Government

Office of Student Affairs

Signature Date

Signature Date

Print: Name Title

Print: Name Title

ACCEPTED AND AGREED TO:

Signature of Candidate Date