

*District Elections Packet*



# *FCSSGA District Elections Packet 2013- 2014*

*Rules and Regulations for Campaigning and the  
Elections Process*



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**Thank you for your interest in running for district office for the Florida College System Student Government Association.**

**By running for office, you are making a commitment to your fellow students across your district and your college as a whole to represent them in all of your actions. If elected, you will have a unique opportunity to further develop and strengthen your personal and leadership skills and also improve your district.**

**The intention of this Elections Packet is to provide you with a structure through which you can communicate your platform and ideas for your district. The rules are intended to keep order and fairness,**

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Candidate Name:

*Revised by the 2013-2014*

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**and protect the integrity of the election.  
Each candidate should have a copy of  
this document, for all candidates are  
responsible for their campaigns, which  
includes others whom they know are  
campaigning for them.**

**District 1**

Broward College  
Joseph Pickering  
1000 Coconut Creek Blvd.,  
Coconut Creek, FL 33066  
954-201-2009  
jpickeri@broward.edu

**District 2**

Indian River State College  
Rochelle Popp-Finch  
3209 Virginia Avenue  
Fort Pierce, FL 34981  
772-462-7473  
rfinch@irsc.edu

**District 3**

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College of Central Florida  
Marjorie McGee  
3001 S.W. College Road,  
Ocala, FL 34474  
352-291-4416, ext. 1578  
mcgeem@cf.edu

**District 4**

Northwest Florida State College  
Aimee Watts  
100 College Blvd.,  
Niceville, FL 32578  
850-729-5277  
wattsa@nwfsc.edu

**Katie Colin,  
State Elections Chairperson  
Phone: 727-207-6616  
[KColin123@yahoo.com](mailto:KColin123@yahoo.com)**

**ASSISTANT DISTRICT COORDINATOR**

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- Assists the Coordinator in the transaction of District business and to fulfill any vacancy in the office of District Coordinator.
- Responsible for preparing and distributing a monthly newsletter to all District members.

**DISTRICT 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.

**DISTRICT LEGISLATIVE LIAISON**

- Coordinates a District 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 districts of this progress and promote the unification of FCSSGA's efforts.

**DISTRICT JURISPRUDENCE AND ALTERNATE JURISPRUDENCE**

- Interprets and be well versed of the FCSSGA constitution, Bylaws and District Bylaws.
- Acts as the Sergeant of Arms who maintains order at all meetings of the district.
- Be in charge of certification of votes cast at any district meeting or caucus.

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- Act as Parliamentarian who shall advise the District 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.

ACTIVITY	DATE
Applications, forms and packet are posted online and emailed:	November 11
Applications, documents and forms can be submitted beginning: Priority Campaigning begins:	November 11 January 13
All Application, forms, and documents deadline:	March 3
Final approval of all applications, forms and documents (for those who submitted on the last day):	March 5
Approval of campaigning materials	March 5
Candidate Resume Book posted and sent out:	March 26
Campaign booths:	April 2
Campaigning ends:	April 3 (11:59 P.M.)

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Speeches are given:	April 3
Voting:	April 4
Announcing the District Officers and oath of office:	April 4
Take office:	July 1

- Officer candidate forms and packets will be available on the web at [www.fcssga.org](http://www.fcssga.org) beginning **November 11th**.
- All candidates must submit all their forms and documents to the District Advisor by **March 3**. Any form or document received after that date or not completed will not be accepted. Please consider the time it takes to mail a form or document. 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 unless under the most extraordinary of circumstances. Extensions must be approved by the Elections Chair.
- All applications will be validated, processed, and approved by the State Advisor after the application is submitted. Applicants for candidacy will be notified as well as their advisor by email and phone, as to whether or not their names will be placed on the ballot no later than one week after submission or March 5 if submitted on the deadline. Names will be listed on the ballot in alphabetical order.
- FCSSGA will distribute a list of candidates who are eligible and running for office. The list shall include a statement from each candidate. This list will then be sent out to campus presidents and advisors to give to conference attendees as well as posted online at [www.fcssga.org](http://www.fcssga.org). This list





- will be known as the FCSSGA Candidate Resume Book.
- Candidates shall be contacted by email and phone by the State Election Chair throughout their 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 with other candidates.
  - FCSSGA State and District 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 may view vote totals upon request.
  - Votes will be tabulated by the State Jurisprudence Committee.
  - The voting ballots are contained by each District 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 Spring Conference on April 2-4 will be sent to each candidate and the candidate's advisor through email.

## ***Application and Forms***

It is never too early to start planning! Make sure you schedule specific tasks that need to be ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning and there will not be a mad rush at the last minute.

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Please use this as a checklist of materials that must be submitted to the State Advisor by **March 3.**

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, your time commitment, your other commitments, skills and experience, position you are running for, plans if elected, your platform, qualifications, your vision for the future of your district, and why you want the position. The cover letter should be less than 500 words and should be in bullet format and cannot exceed 2 pages. All the resumes and cover letters of each candidate will form a FCSSGA candidate resume book that will be posted online at [www.fcssga.org](http://www.fcssga.org) by March 26th that can be viewed by our FCSSGA members. It will also be sent out to all campus presidents and advisors to be viewed by their conference attendees. Candidates for each office will be listed in alphabetical order by last name in the resume book.
- A formal photo (you in business professional clothing or in your SGA attire). It can be included in the cover letter or 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 5th
- A description of any giveaways and pass outs (if any).

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## *Eligibility*

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

- Maintain enrollment in nine Credit Hours (college prep and students facing Auto-Graduation does not count) each term (excluding summer terms).
- Maintain at least a 2.5 GPA each term.
- Submit transcripts each term to the District Advisor no more than 14 working days after grades are posted.
- Have not served for two years on a FCSSGA District Executive Board.

You must be willing to put FCSSGA activities ahead of local and personal activities (not including school, family, and religious obligations).

The District Executive Board shall have the right to remove any District Officer without the benefit of impeachment for missing at least two consecutive District events, unexcused. This removal from office requires two-thirds (2/3) vote of the Executive Board members present, providing a quorum is present, excluding the officer in question.

## *Campaigning*



Candidates for district office may campaign if they wish though it is not required. It is optional. If you are going to campaign, below are the rules and guidelines you must follow.

### ***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 **January 13th** 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 at midnight (11:59PM)**.
- No door-to-door campaigning.
- **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 Booths:** Each candidate will only receive one table for their booth at the FCCSGA Year End Conference on April 2. Campaign materials and activities that impede another candidate's booth are prohibited. Campaign Supporters may not campaign for a candidate in front of another candidate's booth. Campaign supporters can pass out campaigning materials in other areas besides the campaigning booths area. Candidates should be dressed business professional. Candidates can show a slideshow or other media elements at their booth. Make sure your laptop is charged for electric may not be available.
- **Campaign Speeches:** Each candidate will receive a maximum of two minutes for their campaign speech at the FCCSGA Spring Conference on April 3 at their district meeting. Props and audiovisuals are not allowed to be used in the campaign speeches. Skits are not allowed. Time will be monitored and strictly enforced. Business professional attire must be worn.



- You can have a theme that will be easy to build different, attractive ideas upon, and which will have a memorable effect on the delegates. Integrate the campaign theme throughout the campaign speech, and in your campaign materials.
- **Social Networking:** Candidates may campaign through the FCCSSGA State and District Elections Campaigning Forum on Facebook. We ask that candidates limit their campaigning on the FCSSGA Facebook page and FCSSGA District Facebook pages. Candidates may create a 3 minute introductory video (do not do your campaign speech) for our FCSSGA Youtube page. 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 forbidden. Sending SPAM is strictly forbidden. You cannot campaign online under 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 your campus's SGA advisor. It is also recommended that you schedule your visit with that campus's student activities/student life department to get the best out of your visit.
- **Campaign Supporters:** Candidates may have campaign supporters. Supporters are limited to the following: helping candidates through oral recommendation, wearing campaign insignia, 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.



## ***Campaigning Materials***

- The use of copyrighted symbols, slogans, logos, or characters on campaign materials is forbidden.
- You may create up to 10 posters (space issues) (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 except near their campaign booth.
- You may distribute flyers and place them neatly on chairs during opening session.
- You should have a one copy of your platform at your campaign booth.

## ***Complaints, Violations and Grievances***

- Any member of the FCSSGA may file an election violation charge against any candidate or election personnel for misconduct. Any event that violates these campaign regulations must be reported as a grievance and need to be submitted immediately to the State Elections Chair, State Secretary and State Advisor. These grievances need to be submitted via Grievances and Violations Report Form, which can be found online at [www.fcssga.org](http://www.fcssga.org). All complaints and grievances shall be dealt with immediately.





- 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 forbidden.
- 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 Elections 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 forbidden.
  - The use of force or the threat of force (intimidation and pressure) by a candidate or for its benefit is forbidden. Threat of loss of privileges as a group or individual, threat of physical harm and threat of social isolation is forbidden.
  - Bribery, enticement, granting, or promising material or moral gains to anyone through campaign activities is forbidden. Quid pro quo is prohibited.
  - Candidates cannot ask nor have anyone do any actions on their behalf that the candidate is prohibited from doing by 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 discouraged from engaging in campaigning on behalf of students or making statements in support of selected candidates.



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## ***Preparation and Practice = Strong Performance***

### **1. Check your motive.**

Ask yourself, "What is my motive for saying or writing this?" If your motive is not positive or productive, you cannot expect any other response.

### **2. Get to the point.**

If you cannot summarize your message in 60 seconds, you may not understand it well enough to communicate it in more detail.

### **3. Stick to the point.**

Make it clear where you are going with your communication and stay with it. People do not like to be kept in the dark unless it is a mystery movie.

### **4. Remember that your body speaks volumes.**

Up to ninety percent of communication is visual. When you speak, your listeners are watching to be sure that your facial and body clues match what you are saying.

### **5. Check your tone.**



The written word, in particular, is often much more harsh than intended. Let important written messages sit for a day before you send them and read them for tone as well as content.

**6. Say what you mean and mean what you say.**

People, while trusting by nature, are very perceptive and can find any hint of insincerity or lack of credibility.

**7. Listen first for understanding. To listen effectively you must CARE for those you are listening to:**

Concentrate – focus on the speaker

Acknowledge – through body language – nod your head

Respond – ask questions for clarification and interest

Empathize – share in their emotions and feelings.

**8. Practice, practice; practice.**

Writing and speaking, as arts, improve with study and practice.

**9. Get help with tough communications.**

Bounce your ideas off your advisor, friends and/ or family. They can provide a clarifying perspective for you.

**10. Speak from the Heart.**

Along with being yourself and showing that to the members of FCSSGA, also give answers that have meaning, and show your passions and character.

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## ***FCSSGA District Positions Application***

DISTRICT OFFICE  
POSITION SOUGHT  
(PUT AN X IN THE  
BOX NEAR THE  
POSITION YOU ARE  
RUNNING FOR)

DISTRICT ASSISTANT  
COORDINATOR

DISTRICT SECRETARY

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DISTRICT LEGISLATIVE  
LIAISON

DISTRICT JURISPRUDENCE

ALTERNATE  
JURISPRUDENCE

CANDIDATE INFORMATION

NAME:

GRADUATION YEAR:

CONTACT NUMBER:

HOME ADDRESS:

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**BIRTHDAY:**

**CURRENT YEAR IN SCHOOL: (PUT AN X)**

FRESHMAN

SOPHOMORE

JUNIOR

SENIOR

**ADVISOR INFORMATION:**

**CAMPUS ADVISOR'S NAME:**

**CAMPUS ADVISOR'S EMAIL:**

**CAMPUS ADVISOR'S PHONE:**

**COLLEGE CAMPUS FAX:**

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MAILING ADDRESS:

***DECLARATION OF CANDIDACY, ACKNOWLEDGEMENT OF ELECTION AND  
CAMPAIGN RULES, REGULATIONS AND POLICIES AND UNDERSTANDING OF  
ELIGIBILITY REQUIREMENTS***

I \_\_\_\_\_ certify that I am eligible to run and I  
intend to

\_\_\_\_\_  
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continue meeting the eligibility requirements for the FCSSGA. I certify that I am a

candidate for the Office of FCSSGA \_\_\_\_\_

along with being a member and a representative of the Student Government Association of \_\_\_\_\_

*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 District 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 stress 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.

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*I understand that I must:*

- ✓ *Maintain enrollment in nine Credit Hours (college prep does not count) each term (excluding summer terms).*
- ✓ *Maintain at least a 2.5 GPA each term.*
- ✓ *Submit transcripts each term to the District Advisor no more than 14 working days after grades are posted.*
- ✓ *Have not served for two years on a FCSSGA District Executive Board.*
- ✓ *Enroll in and complete nine Credit Hours with a 2.5 GPA each term (including the term of election). 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, district, 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 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: \_\_\_\_\_



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***CERTIFICATION OF ELIGIBILITY REQUIREMENTS (TO BE COMPLETED BY REGISTRAR)***

I certify that this student meets the following eligibility requirements:

Currently enrolled in 9 Credit Hours (non-college prep or facing Auto Graduation)

Has at least a cumulative 2.5 GPA

Official transcript attached.

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Registrar Signature and Seal

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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.

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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 responsibility if necessary.

Student will be fully supported the 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:

See that your student uses proper grammar, practices proper manners, and etiquette, portrays the proper image for the organization, display 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.

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If elected, our candidate will receive the enthusiastic support of our SGA, college, and advisor, in the execution of the duties of this office. 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.

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*Campus Advisor*

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*Date*

### ***CAMPUS ELIGIBILITY***

If the above student becomes a member of the FCSSGA 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:

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Regular attendance at meetings, events, activities, and volunteering.

He or she is expected to serve in a position.

Which position if any?

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He or she IS or IS NOT (circle one) permitted to hold the office of President or Vice President on the local SGA.

I understand that as the local advisor regular communication with the district 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.

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Campus Advisor Signature

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Date

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Candidate Name: *28 / Page*

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Appropriate Supervisor Signature

Date

***SOCIAL NETWORKING***

If you have created any social networking sites, 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.)

Facebook page and/or group: \_\_\_\_\_

Twitter page: \_\_\_\_\_

Candidate e-mail address: \_\_\_\_\_

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

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Candidate Name: *29 / Page*

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***STATE USE ONLY***

Application Received on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

All requirements are met.

All documents and forms have been received and verified. They are all completed.

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State Advisor Signature

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Candidate Name: *30 / Page*