

State Elections Packet



FCSSGA State Elections Packet 2013-2014

*Rules and Regulations for Campaigning and the
Elections Process*





Thank you for your interest in a state position for the Florida College System Student Government Association. By running for office, you are making a commitment to both your fellow students across the wonderful State of Florida 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 the FCSSGA.

The intention of this Elections Packet is to provide you with a structure through which you can communicate your

Revised by the 2013-2014

FCSSGA Elections Chair Katie Colin

Approved by Jacob Wings, State President



platform and ideas for the FCSSGA. The rules are intended to keep order and fairness, 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.

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State Elections Chairperson
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PRESIDENT

- Shall be the primary spokesperson for FCSSGA.
- Coordinates all lobbying efforts with the Director of Legislative Staff.
- Oversees projects and programs approved by the districts.
- Presides at executive board meetings, Presidents' Assemblies, and state conference.
- Casts a vote in the event of a tie.
- Appoints all committee chairpersons.
- Be an ex-officio member of all committees with the exception of the Jurisprudence Committee.
- May appoint a Sergeant-at-Arms, Elections Committee Chairperson, Service Learning Chair Parliamentarian and Director of Legislative Staff.
- Fills all vacancies from within the elected offices.
- Forms ad-hoc committees.
- Is a voting member of FCSAA Executive Committee and attend its meetings.
- May be invited to attend and give a report at the Council of Presidents Meetings.



- Have veto power over all Executive Board decisions.
- Have the power to designate and dismiss individuals as representatives of FCSSGA to external bodies as needed.
- Give an annual State of the Association address before the delegates at the Fall Leadership Conference, delineating the goals of the administration and at the Year End Conference report on the success/accomplishments of those goals for the year.
- Contact each member of the Executive Board at least once per 14 calendar days via fax/phone/mail or any other means to determine the effectiveness of his/her administrative activities.

VICE-PRESIDENT

- Assumes the duties and powers of the president in his/her absence.
- Acts as a spokesperson for FCSSGA at the request of the President.
- Serves as the credential committee chairperson during the conferences to secure the list of delegates and alternates at the conferences.
- Maintains an accurate record of revenues and expenditures, including travel vouchers, and requests for reimbursement.
- Assist the conference host by collecting registration fees at the conferences and submitting an accurate record of receipts to the State Advisor.
- Be directly responsible for all committees.
- Keeps a history of the year's events and presents it to the incoming president.

SECRETARY

- Records, maintains and publishes accurate minutes of all executive board meetings, assemblies, and conferences.
- Send such minutes to all colleges/campuses (all SGA/SAB/CAB Presidents and Advisors), the FCSSAA Executive Director and FCSAA Executive Committee and the FCSAA Executive Board members.
- Emails said minutes to all member colleges.



- Keep a history of the year's events and add them to the association's Historical Record Book.
- Is responsible for promoting and presenting the "Best of the Best Award" awarded at the Year End conference.
- Be responsible for distributing press releases to and contacting media sources and maintaining a database of contacts at media sources.

DISTRICT COORDINATORS

- Arranges and presides over all district meetings.
- Coordinates all programs, projects and resolutions approved by the district.
- Operates directly under the state Vice-President.
- Submits monthly reports to the Vice-President on district activities.
- Individually contact every member college/campus within his/her district, and keep them informed of current activities of the Executive Board and FCSSGA.
- Aid any member college/campus when requested.

STATE JURISPRUDENCE

- Oversee the State Jurisprudence Committee.
- Interpret the Constitution and By-laws when requested by the Executive Board.
- Be well-versed in the constitution and By-laws of the FCSSGA.
- Along with the President, present to the FCSAA the constitutional revisions.
- Prepare ballots to be used at conferences for voting on the Constitutional Revisions. The vote count on all issues shall be validated by the Jurisprudence Committee.
- Update approved changes by the FCSAA of the FCSSGA constitution within thirty (30) days of approval and forward to the State Advisor and FCSSGA President for release.
- Ensure that an updated copy of the FCSSGA constitution is posted on the official FCSSGA website at all time.



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.)
Speeches are given:	April 3
Voting:	April 4
Announcing the State 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 beginning **November 11th**.
- All candidates must submit all their forms and documents to the State 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. This list will be known as the FCSSGA Candidate Resume Book.

- Candidates shall be contacted by email and phone by the State Elections 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.

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 the great state of Florida, 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 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).

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 State Advisor no more than 14 working days after grades are posted.
- Have not served for two years on a FCSSGA State Executive Board.

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

The State Executive Board shall have the right to remove any State Officer without the benefit of impeachment for missing at least two consecutive FCSSGA 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 state 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. 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 FCCSGA State and State 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. All complaints and grievances shall be dealt with immediately.
- Submission of a violation does not automatically mean that there will be a penalty.
- The Elections Chair, with reason to believe an election violation has occurred, may begin an investigation in the same manner as if a written complaint had been received. The Elections Chair may charge candidates with election violations when members have reason to believe that a violation has occurred.
- Failure to respect any of the rules concerning campaign materials can result in confiscation of those campaign materials in violation.
- Failure to comply with any other campaign procedure, rule, guideline, or the ethical campaigning section can result in penalty and a possibility of disqualification from running.
- The Elections Chair may conduct an investigation to determine if charges are true.
- All charges shall be presented to the accused candidate in written form.
- We will take the needed appropriate action to ensure these rules are obeyed.



- You must campaign in a positive, friendly, civil, respectful, courteous, and fair way. Negative campaigning is prohibited. Any personal references about your opponent, any derogatory remarks about their college/ college campus, all types of profanity, defamation, or slander towards the opposing candidates, anything that is against your college's policies, and any inappropriate language or messages are examples of negative campaigning and are strictly 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.

Preparation and Practice = Strong Performance

1. Check your motive.

Ask yourself, "What is my motive for saying or writing this?" If your motive isn't 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.

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

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.

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.



State Executive Board Elected Positions Application

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

STATE PRESIDENT

STATE VICE PRESIDENT

STATE SECRETARY

STATE JURISPRUDENCE

DISTRICT 1 COORDINATOR

DISTRICT 2 COORDINATOR

DISTRICT 3 COORDINATOR

DISTRICT 4 COORDINATOR

CANDIDATE INFORMATI



NAME:

GRADUATION YEAR:

CONTACT NUMBER:

HOME ADDRESS:

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:

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

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 Bylaws and I have no difficulty with complying with them.

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

I understand that I must:

- ✓ *Maintain enrollment in 9 Credit Hours (college prep does not count) each term (excluding summer terms and Auto-graduation).*
- ✓ *Maintain at least a 2.5 GPA each term.*
- ✓ *Submit transcripts each term to the State Advisor no more than 14 working days after grades are posted.*
- ✓ *Have not served for two years on the FCSSGA State Executive Board.*



✓ *Enroll in and complete 9 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: _____

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)

Has at least a cumulative 2.5 GPA

Official transcript attached.



Registrar Signature and Seal Date

SUPPORT OF STUDENT AS AN OFFICER IN THE FCSSGA

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

Student will have access to a computer and printer as needed to perform duties.

Student will have access to a campus phone as needed for conference calls.

Student will have access to a copy machine to make copies as needed for his or her duties.

Student will have all supplies and equipment needed to perform their clerical duties and responsibilities, and they will receive assistance with those clerical duties and responsibilities if necessary.

Student will be fully supported in their scholastic achievement.

Student will be encouraged to take full benefit of this leadership development experience.

Student is permitted and authorized to visit other college campuses and other campuses' activities for the purpose of conducting official FCSSGA business.

Student will be actively supported and advised during their performance of their official duties.

I am prepared to devote time to this student.

Other support your campus is willing to give:

Student will be able to travel on a monthly basis (paid by FCSSGA) for his or her FCSSGA position.



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

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.

Campus Advisor

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:

Regular attendance at meetings, events, activities and volunteering.

He or she is expected to serve in a position.

Which position if any?

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.



Campus Advisor Signature Date

Appropriate Supervisor Signature Date

SOCIAL NETWORKING

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

Facebook page and/or group: _____

Twitter page: _____

Candidate email address: _____

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



STATE USE ONLY

Application Received on:

Date: _____ Time: _____

All requirements are met.

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

State Advisor Signature

State Elections Chair