



Student Government Association
Elections Packet
Spring 2017

The following Candidacy Statement should be filled out via RamsConnect. The candidate should print out the Petition document to obtain signatures from supporters and shall be turned into the SGA Advisor in the Monroe Park Campus Student Commons, Office 104 or the MCV Campus Hunton Student Center, Office 205 on Monday, March 20th by 12:00 p.m.

CANDIDACY STATEMENT

I, _____ announce my candidacy for the office of _____ . I have completed the petition honestly and fairly. In addition, I understand that to be eligible for a VCU Student Government Association position I must be in good academic (GPA of 2.5 and above for undergraduate and graduate students) and conduct standing (not on disciplinary probation or higher) with Virginia Commonwealth University. My signature below signifies that I authorize the Office of Student Conduct and Academic Integrity to release relevant information to the SGA Advisor, who will assess and notify the SGA Elections Commission of eligibility. My signature also signifies that I understand the obligations of a position, as described in the Applications and Positions section of this packet. By signing below, I agree to uphold all rules and regulations specified within this packet.

Signature

Date

Phone Number

CAMPAIGN STATEMENT

ELECTIONS COMMISSION USE ONLY – APPROVAL

Elections Commission Co-Chair

Elections Commission Co-Chair

SGA Advisor

PETITION

We, the undersigned support this candidate and their attempt to be elected to office.

Candidate Name

Office Desired

Supporter Name (Print)

VID#

Supporter Signature

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
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25.	_____	_____

All candidates for Student Body Officers shall obtain 100 student signatures, with at least 25 signatures from their opposite constituents (i.e. A candidate running for a undergraduate position will need at least 25 signatures from Graduate and Professional students or a candidate running as a graduate or professional candidate will need at least 25 signatures from undergraduate students).

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All candidates for Student Body Officers shall obtain 100 student signatures, with at least 25 signatures from their opposite constituents (i.e. A candidate running for a undergraduate position will need at least 25 signatures from Graduate and Professional students or a candidate running as a graduate or professional candidate will need at least 25 signatures from undergraduate students).

ELECTIONS APPLICATION AND CANDIDATES

A. Instructions for Filing an Election Application:

- a. Complete the Candidacy Statement on RamsConnect.
- b. Complete the Petition.
 - i. All candidates for Student Body Senator shall obtain 50 student signatures, with at least 20 signatures from their opposite constituents (i.e. A candidate running for a undergraduate position will need at least 20 signatures from Graduate and Professional students or a candidate running as a graduate or professional candidate will need at least 20 signatures from undergraduate students).
 - ii. The completed petition must be returned to the SGA Advisor (Student Commons 104 or Hunton Student Center 205) no later than 12:00 pm on Monday, March 20th, 2017.
 - iii. ABSOLUTELY NO LATE PETITIONS WILL BE ACCEPTED.
- c. All-Candidates Meeting: All candidates for office are required to attend one **mandatory** candidate meeting before the election. The following dates and times are for senator information sessions, please choose one to attend:

Monday	Tuesday	Wednesday	Thursday	Friday
March 2016	14 11am: MCV Campus SGA Office (Hunton)	15 5pm: Monroe Park SGA Office (Student Commons) 7pm: MCV Campus SGA Office (Hunton)	16 3:30pm: Monroe Park SGA Office 7pm: Monroe Park SGA Office	
20 7pm: MCV Campus SGA Office (Hunton)				

- i. IF YOU DO NOT ATTEND THIS MEETING YOU WILL NOT BE ALLOWED TO RUN FOR OFFICE UNLESS YOU HAVE PRIOR PERMISSION FROM THE SGA ADVISOR.
- ii. Electronic ballot photos will be taken at this meeting. Please dress in business casual.

ELECTIONS PROCESS AND SGA INFORMATION

- A. Elections will begin on Monday, April 3, 2017 at 9:00 am and continue until 11:59 pm on Wednesday, April 5, 2017. All voting will be conducted through VCU's web-based voting system.
- B. Elections Results will be announced Monday, April 10th at 12:00 pm in the SGA office on both respective campuses and on the VCU SGA Website.
 - a. Winners must plan to attend the SGA Awards Ceremony on April 27th, 2017 at 6:00 pm in the Commonwealth Ballrooms in the Student Commons.

RULES AND REGULATIONS

A. Mandatory Meeting:

All-Candidates Meeting: All candidates for office are required to attend one **mandatory** candidate meeting before the election. The following dates and times are for senator information sessions, please choose one to attend:

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- a. All candidates are required to attend the Mandatory Candidates Meeting, an information session hosted by the Elections Commission Co-Chairs.
- b. Candidates will be made aware of campaign regulations and permitted to campaign following the meeting.
- c. Pictures will be taken at the meeting to accompany each candidate's name on the ballot.
- d. If a candidate is not present at the Mandatory Candidates Meeting, they are not eligible for the election unless excused, in advance, by the Elections Commission Co-Chairs and SGA Advisor.
 - Candidates may submit excuses in writing to the Elections Commission Co-Chairs at least 24 hours prior to the mandatory meeting.
 - Candidates will only be excused for documented illnesses and academic course conflicts.

B. General Election Guidelines

- a. A candidate shall not campaign inside or within 50 feet of any designated Student Commons (inclusive of Larrick Student Center and Hunton Student Center) tables promoting the SGA Elections.

- C. If a candidate is found in violation of any of the regulations set forth in this packet, campaign violation charges will be forwarded to the Elections Judicial Representative

D. Electronic Campaign Promotion

a. Online Groups

- Facebook/ Instagram/Twitter/Snapchat/Online Communities
 - Candidates cannot create a group or fan page until the candidate has been verified and the mandatory candidates meeting has taken place.
 - No person or group can post derogatory remarks towards another candidate or other group.
 - Candidate is responsible for all remarks posted on their own profile, twitter, or other social networking account, group, and fan page.
- Online Advertisements
 - Must be approved by the SGA Advisor and the Elections Commission
 - Must not exceed the costs of the finance expenditure guidelines set forth by the Election Packet's Rules and Regulations.
 - If an online advertisement is used, a receipt must be printed and submitted with all other receipt

- Mass Messaging
 - Candidates are prohibited from mass messaging members of the student body through the VCU email system or Blackboard Accounts. Accounts prohibited include but are not limited to:
 - All Students
 - Class Affinity Accounts (i.e. Class of 2020, School of Medicine Student Body)
 - Academic course (Blackboard) accounts
 - Candidates may utilize organization email and RamsConnect Accounts if they are active members and have provided the Elections Commission Co-Chairs with written permission from leader of the account after the mandatory candidates meeting.
 - Telegram
 - Individual candidates or “tickets” may not post anything on Telegram.
 - The Elections Commission will post election information and events for the entire student body on the Telegram. This information includes but is not limited to:
 - Required paperwork and deadlines
 - Election dates and procedures
 - Election events (i.e. candidate speeches, Presidential Debate)
 - Student Commons, Larrick, and Hunton Digital Signage
 - Individual candidates or “tickets” may not post Student Commons, Larrick, or Hunton Digital Signage.
 - The Elections Commission will post election and events for the entire student body on Digital signage. This information includes but is not limited to:
 - Candidate Names/ Pictures
 - Election dates and procedures
 - Election events (i.e. candidate speeches, Presidential Debate)
- b. If a candidate is accused of a violation of any of the online campaign regulations, their charges will be forwarded to the Elections Judicial Board.

E. Print Campaign Promotion

a. Flyers and Posters

- Approval Process
 - Posters must be approved by Election Co-Chairs and/or the SGA Advisor.
- Posting Policy
 - Flyers may not be displayed prior to the Mandatory Candidates Meeting.
 - Flyers may only be hung in approved places set forth by each individual department responsible for their building and/or posting area
 - No more than one flyer/sign for one candidate or groups of candidates may be placed on one bulletin board
 - All campaign flyers must be removed by midnight following the last day of the specified election. Flyers that are not removed will be removed by campus personnel and recycled.
 - In the event that a candidate is not qualified or becomes disqualified during the election process, they must remove all posters

If a candidate is accused of a violation of any of the print campaign regulations, their charges will be forwarded to the Elections Judicial Board.

F. Financial expenditures

- a. Candidates must use personal funds for all election expenses. No University organization funds or resources may be used for election expenses
- b. A candidate's election expenses may not exceed the following:
 - Candidates for executive positions may spend up to seventy-five dollars on the entirety of their campaign.
- c. Campaign Finance Disclosure Statement
 - All candidates must provide a Campaign Finance Disclosure Statement.
 - The statement must include the following information:
 - Receipts for materials purchases
 - Copies should be made of receipts containing campaign purchases
 - Explanation of what materials were used for in campaign
 - All candidates must submit a Campaign Finance Disclosure Statement by the time and date given by the Elections Commission Co-Chairs at the Mandatory Candidates Meeting.
 - If candidate plans on spending money, they should provide written documentation of their intent to the Elections Commission Co-Chairs.
 - If a candidate plans to spend money after the Campaign Finance Disclosure Statement is submitted, they must inform the Elections Commission prior to the deadline and turn in the receipts when purchases are made.
 - Failure to provide a Campaign Finance Disclosure Statement by the established deadline will result in a candidate's disqualification.
 - Extenuating circumstances will be assessed on a case-by-case by the Elections Commission Co-Chairs
- d. All financial information will be filed by the Elections Commission and made available to anyone who requests the information.
- e. Exceeding Financial Limits:
 - If a candidate declares that they have exceeded the financial limit of their campaign to the Elections Commission, the Election Judicial Commission will determine whether or not the offense should result in disqualification.
- f. No Donations from any group or individual may be given to candidates running for Executive positions.

G. Filing an Elections Grievance/Complaint

a. Electronic Campaign Complaint

- Provide screenshot of any Facebook/ Instagram/Snapchat/ Twitter /Online Community/Telegram violation and reasoning behind the complaint to the Elections Commission Co-Chairs and SGA Advisor via email as soon as possible.
- Provide a copy of any evidence of mass messaging to the student body and reasoning behind the complaint to the Elections Commission Co-Chairs via email as soon as possible.
- Provide a picture of any Digital signage violation and reasoning behind the complaint to the Elections Commission Co-Chairs via email as soon as possible.
- The Elections Judicial Representative will review the complaint and respond in a timely manner.

b. Print Campaign Complaint

- Provide a copy of any flyer or poster not following guidelines in the Student Handbook to the Elections Commission Co-Chairs as soon as possible.
- Provide a picture of any flyer or poster hanging in an unapproved area and reasoning behind the complaint to the Elections Commission Co-Chairs via email as soon as possible.
- Provide a picture of any Chalking violation and reasoning behind the complaint to the Elections Commission Co-Chairs via email as soon as possible.
- The Elections Judicial Board will review the complaint and respond in a timely manner.

The Elections Commission is responsible for the administration of all SGA elections. The decisions of the Elections Commission are final.

The SGA Elections Commission will meet one month before any election and then weekly after the initial meeting until the election.

c. Responsibilities:

- Carrying out its business as stated in the Constitution.
- Writing the election candidate application.
- Notifying the Student Body of elections in cooperation with the Public Relations Commission.
- Holding an informational seminar for the candidates.
- Setting dates for the election and due dates of applications.
- Carrying out the elections.
- Counting and verifying the ballots.
- Notifying the President of the results who will inform the Student Body.
- Writing legislation that pertains to issues in regards to election procedure.
- Performing other duties as requested by the Executive Officers and the SGA Advisor.

d. Members are the members of the SGA Senate and as stated in the Constitution.

H. Elections Judicial Board

a. Members

- Must be made up of at least four members of the Elections Commission
- In the event that the Judicial Board does not have quorum and a decision must immediately be made, a temporary board of four senators, one of which must be a member of the Elections Commission, may be selected by the Elections Commission Co-Chairs.

b. Purpose

- The Judicial Board will serve as the judicial body to review infractions or charges brought forth against a candidate.
- The Judicial Board will conduct their proceedings consistent with procedural guidelines set forth by the Student Government Association Judicial Branch.
- The Judicial Board will decide responsibility for any and all allegations and will assign sanctions including, but not limited to:
 - an official warning
 - disqualification from election

I. Elections Packet

a. The Elections Packet will:

- Consist of position requirements and obligations, election procedures, candidate responsibilities, Elections Judicial Board rules, and rules of candidacy for Student Government Association Elections
- The Elections Packet will be made available to all students running for positions in Monroe Park Campus and MCV Campus SGA offices or online through the SGA university website.

ELECTIONS COMMISSION - CONTACT INFORMATION

Elections Commission Co-Chair:

Elections Commission Co-Chair:

Kanisha Fahie, Monroe Park Campus

Shawn Hakim, MCV Campus

fahiek@vcu.edu

hakims@vcu.edu

SGA Advisor:

LaDarius Thompson

ldthompson@vcu.edu

Phone: 804.828.3535

IMPORTANT DATES TO REMEMBER

1. **What:** Election Application Due
When: Monday, March 20th, at 12:00pm
Where: RamsConnect

2. **What:** MANDATORY All-Candidates Meeting with Committee Co-Chairs and SGA Advisor

Monday	Tuesday	Wednesday	Thursday	Friday
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3. **What:** Attendance @ SGA Senate Meetings (2 meetings)
When: Monday, March 27th, 2017 @ 4:00pm
Where: Forum Room in the University Student Commons and
When: Wednesday, March 22nd, 2017 @ 5:30pm
Where: Court End Ballroom in the Larrick Student Center

4. **What:** Campus Campaigning
When: Begins Monday, March 20th at 12:00pm and ends Wednesday, April 3rd at 11:59pm

5. **What:** Electronic Elections
When: Begins Monday, April 3rd at 9:00am and ends Wednesday, April 5th at 11:59 pm

6. **What:** Election Results Announcement
When: Monday, April 10th at 12:00pm
Where: Monroe Park and MCV Campus SGA Offices and the VCU SGA website

7. **What:** SGA Officer Inauguration at the SGA Awards Ceremony
When: Thursday, April 27th at 6:00pm **Where:** Commonwealth Ballroom in the University Student Commons