



Student Government Association
Elections Packet
Spring 2017

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

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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).

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POSITIONS AVAILABLE – SPRING 2017 ELECTION

a) President

The President of the Student Body shall have the following powers and duties:

- The President shall hold all powers set forth in Article III, Section 3, of the Constitution.
- The President shall set forth an agenda for the SGA and present it in some form to the Student Body.
- The President may serve or appoint, with approval of both Senates, any member of the Student Body to any other University committee they deem necessary. A University committee is any body formed by a non-SGA body for non-SGA purposes.
- The President may nominate and, with approval of the Vice Presidents and Election Committee, appoint members of the Student Body to offices in accordance with Article III, Section 3 of the Constitution.
- The President may nominate Senators to be Senate Committee Chairs.
- The President shall provide information on new officers to the Division of Student Affairs.
- The President shall sign or veto all legislation (both bills and resolutions) in accordance to Article V, Section 2 of the Constitution within 10 business days.
- The President shall serve as the Chief Spokesperson for the Student Body, the liaison between the SGA and the President of the University, and the Chief Representative of the SGA.
- The President, with the consent of each Senate's leadership, may create special committees of the SGA.
- The President may also nominate Senators to become special committee chairpersons.
- The President shall meet at least once per semester with the President of the University, the Provost of the University, and if necessary, the Vice Provosts.

b) Vice President of Undergraduates Students

The Vice President of Undergraduates shall have the following powers and duties:

- The Vice President shall, in accordance with Article II, Section 2 of the Constitution, preside over the Undergraduate Senate.
- The Vice President shall be a voting student representative on the University Council.
- The Vice President shall serve as the liaison between the SGA and the Faculty Senate. They shall report to the President and to the Senate on the actions of all Faculty Senate meetings.
- The Vice President shall aid each Senate's Membership Committee Chair, at the Chair's request, with reaching full representation on University-wide committees.
- The Vice President shall meet with University Committee representatives to discuss and report the actions of these committees to the Undergraduate Senate and the President of the Student Body.
- The Vice President shall work to promote the school spirit and a sense of community through the entire University, especially in undergraduates.
- The Vice President shall set aside a minimum of six (6) hours a week for office hours.

c) Vice President of Graduates and Professional Students

The Vice President of Graduate and Professional Students shall have the following powers and duties:

- The Vice President shall, in accordance with Article II, Section 2 of the Constitution, preside over the Graduate and Professional Student Senate.
- The Vice President shall be a voting student representative on the University Council.
- The Vice President shall serve as the liaison between the SGA and the Staff Senate. They shall report to the President and to the Senate on the actions of all Staff Senate meetings.
- The Vice President shall aid the Graduate and Professional Student Senate's Membership Committee Chair, at the Chair's request, with reaching full graduate and professional student representation on University-wide committees.
- The Vice President shall meet with University Committee representatives to discuss and report the actions of these committees to the Graduate and Professional Student Senate and the President of the Student Body.
- The Vice President shall work to promote the school spirit and a sense of community through the entire University, especially in graduate and professional students.
- The Vice President shall set aside a minimum of six (6) hours a week for office hours.

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 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).
 - 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:
 - i. There will be a mandatory meeting of ALL candidates on March 16th, 2017 at 12:00pm in the Monroe Park SGA Office in the Student Commons and at 6pm in the Hunton Student Center 2nd Floor Conference Room
 - ii. 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.
 - iii. 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:

- a. Mandatory Meeting, March 16th, 2017 at 12:00pm in the Monroe Park SGA Office in the Student Commons and at 7pm in the Hunton Student Center 2nd Floor Conference Room
- b. All candidates are required to attend the Mandatory Candidates Meeting, an information session hosted by the Elections Commission Co-Chairs.
- c. Candidates will be made aware of campaign regulations and permitted to campaign following the meeting.
- d. Pictures will be taken at the meeting to accompany each candidate's name on the ballot.
- e. 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. Forum/Debate and Speeches

- a. Speeches are optional, yet strongly encouraged, for all positions.
- b. Speech Approval
 - All speech scripts must be turning into the Elections Commission Co-Chairs via email by Monday, March 20th at 12:00pm.
 - If a speech is not emailed to the Elections Commission Co-Chairs for approval on time, the candidate will not be allowed to deliver their speech.
- c. The speeches will be recorded on March 27th, 2017 during the Monroe Park Campus Senate Meeting and March 22nd, 2017 during the MCV Campus Senate Meeting. Speeches will be posted by Student Commons and Student Government Media Outlets.
- d. Time Specifications for Speeches: Maximum four (4) minutes
- e. Forum / Debate
 - The Forum / Debate will be held March 22nd, 2017 in Court End Ballroom in the Larrick Student Center at 7pm.
 - The debate will be moderated by the Elections Co-Chairs, the outgoing Student Body Presidents or other designee.
 1. Questions for said debate will be formulated by the Elections Commission Co-Chairs and submitted to the SGA Advisor for approval.
 - a. Subjects may include but are not limited to: Campaign platforms, current issues and SGA Legislation.
 2. Any candidate that does not participate in the debate is subject to disqualification.
- f. Campaign Statement
 - All candidates must submit a statement of fifty words or less about their campaign to accompany their name and picture on the ballot.
 - Statements are due with the application and also must be emailed to the SGA Advisor at ldthompson@vcu.edu.

E. 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.

F. 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.

G. 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.

H. 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.

I. 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

J. 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:

Kanisha Fahie, Monroe Park Campus

fahiek@vcu.edu

Elections Commission Co-Chair:

Shawn Hakim, MCV Campus

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 (2 meeting times)
When: Thursday, March 16th, at 12pm
Where: Monroe Park Campus SGA Office in the University Student Commons
or
When: Thursday, March 16th, at 7pm
Where: MCV Campus Hunton Student Center
- 3. What:** Speeches @ 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:** Candidate Open Forum
When: Wednesday, March 22nd at 7pm
Where: Court End Ballroom in the Larrick Student Center
- 6. What:** Electronic Elections
When: Begins Monday, April 3rd at 9:00am and ends Wednesday, April 5th at 11:59 pm
- 7. What:** Election Results Announcement
When: Monday, April 10th at 12:00pm
Where: Monroe Park and MCV Campus SGA Offices and the VCU SGA website
- 8. What:** SGA Officer Inauguration at the SGA Awards Ceremony
When: Thursday, April 27th at 6:00pm
Where: Commonwealth Ballroom in the University Student Commons