

Monroe Community College

SGA/SEGA

Election Packet



2020-2021

**MONROE COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION ELECTIONS 2020 -2021
BRIGHTON CAMPUS**

APPLICATION

QUALIFICATIONS: (all qualifications must be met at both the time of application and throughout the term of office)

PRESIDENT / VICE PRESIDENTS / SENATORS / TREASURER / SECRETARY

- Must be day or evening student taking 6 credit hours or more, with the majority of credit hours at the Brighton Campus.
- Must maintain cumulative grade point average of 2.25 or above.
- Must have Tuesdays 2:15-5:00 p.m. and Fridays 12:00-1:00 p.m. available to attend Senate and pre-agenda meetings.
- Must have additional time available for committee work and office hours.
- Must intend to serve the Student Association for the entire term of office (from commencement 2020 to commencement 2021).
- Must not be on academic or disciplinary probation.

PLEASE INDICATE POSITION RUNNING FOR:

_____ President _____ Vice President Governance _____ Vice President Programming
_____ Secretary _____ Treasurer _____ Senator _____
(Write in which Senate position you are running for.)

NAME _____

M # _____

ADDRESS _____

Street

City

State

Zip

HOME PHONE _____

STUDENT EMAIL ADDRESS _____

NUMBER OF HOURS EMPLOYED PER WEEK DURING ACADEMIC YEAR _____

SEMESTER ATTENDING MCC _____ 1st _____ 2nd _____ 3rd _____ 4th _____ (Other-Specify)

ACADEMIC PROGRAM AT MCC _____

CUMULATIVE POINT AVERAGE _____

PRESENT NUMBER OF CREDIT HOURS _____ ANTICIPATED CREDIT HOURS FOR FALL 2020 _____

REASON FOR RUNNING FOR OFFICE _____

_____ (use back if necessary).

DEADLINE for completed application and materials is Friday, September 18, 2020.

Please e-mail completed packets to both kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu .

**MONROE COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION ELECTIONS 2020-2021**

Candidate Checklist

Name of Candidate _____

Position Running for _____

_____ Cumulative Point Average: minimum 2.25 G.P.A. required

_____ Credit hours enrolled spring '20: minimum 6 hours required

_____ Attended Elections Workshop

_____ Attended a Senate Meeting (held every Tuesday at 2:15 p.m.,
in the Forum, 3-130). (Virtually for Fall 2020 Semester)

_____ Application, signed agreements, submitted electronically to both
kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu

_____ Signed Campaign Promotions agreement

_____ Campaigns begin

**MONROE COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION ELECTIONS 2020-2021
BRIGHTON CAMPUS**

Applications available electronically

Senate Meetings are held every Tuesday at 2:15 in Room 3-130, the Forum. You should attend at least one meeting before the elections.
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- Week of September 7 **Applications** available electronically
- Monday, Sept 14 **Elections Workshop via Zoom: 12:00 p.m. ~ 1:00 p.m.**
[https://monroecommunity.zoom.us/meeting/register/tZEufuuurD8oHNOlz0alDbgYfjt7tBhPYbsS](https://monroecommunity.zoom.us/j/88678225542?pwd=YVhLT1NDanVtUzVjc25ZMGdNSncyZz09) **or**
4 p.m. ~ 5 p.m.-
<https://monroecommunity.zoom.us/meeting/register/tZYrdu2vqTwpGNFYsXBwS-wPeTPWjj2CWcOq>
- Wednesday, Sept 16 **Elections Workshop via Zoom: 1:00 p.m. ~ 2:00 p.m.**
<https://monroecommunity.zoom.us/meeting/register/tZwvcOCsrDwvHNRf82UTiZ5OiBRxstop95zw>
- Thursday, Sept 17 **Elections Workshop via Zoom: 4:00 p.m. ~ 5:00 p.m.**
<https://monroecommunity.zoom.us/meeting/register/tZAocu2gpz8uEtYK4DMNYWklsx-TGJbZIMaO>
- Friday, Sept 18 **Elections Workshop via Zoom: 10:00 a.m. ~ 11:00 a.m.**
<https://monroecommunity.zoom.us/meeting/register/tZIkde2qrTluGtygsmV-r0H6h5GChcfYhyJc> **or**
2:00 p.m ~ 3:00 p.m.-
<https://monroecommunity.zoom.us/meeting/register/tZwscuqupjwuEtLk47FwMiaQ4bYNUbvFse3l>
- Friday, Sept 18 **Completed Election Packets Due**
All materials must be returned electronically to both Kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu by **4:45 p.m.**
- Completed Application -Signed Photo Release
-Signed Guidelines Agreement -Original Campaigns Materials: photo
- Monday, Sept 21 **Campaigning begins**
- Wednesday, Sept 23 **Meet the Candidates: Virtual Event via Zoom: 12:00 p.m. ~ 1:00 p.m.**
<https://monroecommunity.zoom.us/j/88678225542?pwd=YVhLT1NDanVtUzVjc25ZMGdNSncyZz09>
- Tuesday-Friday
Sept. 29-Oct. 1 **ELECTIONS !!!!**

****Candidates must attend an Elections Workshop.**

**MONROE COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION ELECTIONS 2020-2021**

Election Guidelines Candidate Agreement

I have read the Election Guidelines and understand them completely. I have read the Monroe Community College Student Government Association Constitution and By-laws. The SGA By-Laws and Constitution can be found on www.monroecc.edu, then the A-Z Index under Student Government. Scroll to the bottom of the page for the document links.

By signing this agreement, I swear or affirm to comply with all stated rules, policies, and procedures governing the elections process. I understand that failure to comply could result in removal from the election (before or after).

Print Name

Signature

Date

DEADLINE for completed application and materials is Friday, September 18th at 4:45 pm.
Please e-mail completed packets to both kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu .



MONROE COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION

Monroe Community College • 1000 East Henrietta Road • Rochester, NY 14623 • (585) 292-2546

ELECTION RULES

SECTION I – THE ELECTIONS COMMISSION

A. Authority

These rules shall govern the conduct of candidates during elections for all elected student positions established in the Constitution and By-Laws of the Monroe Community College Student Government Association. All interpretations of these rules are at the discretion of the Elections Commission; such decisions are final. Appeals on their decisions may be made to the Student Government Association Senate. These rules may not be changed between the first day of filing for office and commencement day.

B. Appointment

The Elections Coordinator shall be appointed by the President and approved by the Senate. Ideally, appointments shall take place no later than the first week of November.

C. Membership

The Elections Commission shall consist of four members, including the Elections Coordinator and three other members appointed by the Elections Coordinator. Membership is limited to members of the Brighton Campus Student Association who will not be or are not candidates for elected office in the Student Government, and who are in good academic and disciplinary standing (at least a 2.0 GPA).

D. Term of Office

The Elections Commission shall serve until commencement day.

E. Vacancy of Elections Coordinator

The Student Government Association President shall appoint a new Elections Coordinator when needed, with approval of the Senate.

F. Responsibilities

1. Elections Coordinator

- a. Shall ensure that all Elections Commissioners fulfill their obligations as outlined in this section.
- b. Shall set all meeting dates and shall preside over all meetings. (Elections Coordinator shall vote only in case of a tie.)
- c. Is responsible to report all actions taken by the Elections Commission to the President and Senate.
- d. Write summation of election before commencement day.
- e. Shall inform and distribute to all candidates, at an Election Workshop, all rules, forms, documents and information associated with the election process.
- f. Shall distribute all election materials, and accept and file all transaction records.
- g. Shall monitor electioneering in order to ensure that all candidates are aware of, and do not violate off-limits areas.
- h. Shall accept and file all records submitted by the candidates pertaining to authorized agents.
- i. In conjunction with the Commissioner in Charge of Publicity, shall publicize the election, which shall include available offices and eligibility requirements, materials available, poll worker positions, filing dates, polling places, voting times and procedures, and any other publicity required. Publicity should include, but is not limited to, the following:
 - Placing posters and flyers at strategic locations across campus.

- Distribution of pertinent information regarding the elections to: the Monroe Doctrine, WMCC, Student and Faculty/Staff Tribunes, and any other on-campus media.
- j. Shall begin publicizing at least 3 weeks in advance of the last day for filing.
- 2. Elections Commissioner in Charge of Publicity - Candidates**
 - a. Shall be very knowledgeable of the publicity/promotion rules herein.
 - b. Shall develop and implement a publicity campaign to and materials to inform the student body of available positions at least one month prior to packet due date.
 - c. Shall ensure all poster boards and supplies are purchased at least one week prior to poster due date.
 - d. Shall work with Elections Coordinator and Director of Student Life to certify appropriateness of all materials submitted by candidates.
 - e. Shall
 - f. Shall have written report to Elections Coordinator regarding committee no later than 2 weeks after election.
 - 3. Elections Commissioner in Charge of Publicity - Processes**
 - a. Shall be very knowledgeable of the publicity/promotion rules herein.
 - 4. Elections Commissioner in Charge of Votes**
 - a. Shall fulfill all obligations of Section V of these election rules.
 - b. Shall work with Elections Coordinator in “Get Out the Vote” effort.
 - c. Shall report to Elections Coordinator.
 - d. Shall have written report to Elections Coordinator regarding committee no later than 2 weeks after election.
 - 5. Elections Commissioner in Charge of Disputes**
 - a. Shall accept, copy and file all complaints according to Section VI with the Elections Coordinator.
 - b. Shall call special meetings of the Elections Commission to resolve disputes.
 - c. Shall investigate all complaints.
 - d. Shall report to Elections Coordinator.
 - e. Shall have written report to Elections Coordinator regarding committee no later than 2 weeks after election.

SECTION II – PROCEDURES FOR FILING FOR OFFICE

A. Eligibility to Hold Office

To be eligible to run for and/or hold office, a candidate must be a duly registered student at Monroe Community College.

1. To be eligible to run for and/or hold office of the Student Government President, Vice President, or Student Senator, the candidate must have a minimum cumulative grade point average of 2.25, not be on academic or disciplinary probation, and be enrolled in at least six (6) credit hours at Monroe Community College during the semester in which elections are held and maintain that status throughout their term of office. A student in their first semester can run for a position as Student Senator, President, or Vice President provided they have been matriculated in an academic program at Monroe Community College. The Student Government Association President, Vice President and Senators must be taking the majority of their classes on the Brighton Campus.
2. The Student Government advisor shall be responsible to ascertain the eligibility of each candidate filing a petition prior to the printing of the ballots.
3. The Elections Commission members and poll workers shall not be eligible for elected office.
4. All candidates shall be restricted to running for one position only throughout the duration of elections/campaigning: said rule shall cease at conclusion of elections.

B. Forms

A student seeking office within the Student Government Association must complete an application.

1. **Application Form:** Students desiring to run for the position of President, Vice President, or Senator must first acquire an application form. Applications should be completed and returned to the Elections Coordinator via e-mail by the deadline on the application form. Application information should include candidate’s name, address, phone number, email address, student ID number, the title of the position student is seeking, curriculum program, semester enrolled, cumulative grade point average, and number of credit hours currently enrolled in, and anticipated credit hours for the following semester. Applications should also include a statement indicating the reason why the student would like to serve in Student Government.

SECTION III – CAMPAIGNING

- A. Candidates may begin campaigning on Monday, September 21st – not before.** Campaigning during election days is permitted, but not within 75 feet of the voting area. Campaigning includes but is not limited to displaying poster boards/flyers, handing out flyers, wearing buttons, and personal communications.

Promotion Regulations and Materials

Marketing and promotion of a candidate's message is always a difficult process. A fair and equitable process for all is our main priority. Due to the college's posting and publicity policies, and the election policies and regulations, all candidates must strictly adhere to all regulations. If any changes in posting areas need to occur, due to circumstances beyond our control, the Office of Student Life & Leadership Development Operations staff will contact the Elections Coordinator, who will in turn notify all candidates. The Operations staff will relocate the posted material.

1. Social Networking

- a. Each candidate may use social networking to promote their campaign with Facebook, Twitter, and/or Instagram beginning on Monday, September 21st. **The use of all other forms of social media is prohibited.**
- b. The candidate/agent may use computer-generated images created specifically for the campaign, provided images are chosen with discretion and do not shed negative light on an opponent's campaign.
- c. Misrepresentation, misconduct, or dissemination of false or inaccurate information or other violations of the election rules may result in candidate sanctions up to and including removal from the election, as deemed by the Elections Commission.
- d. There will be no vulgar language and no use of negative campaigning against an opponent. If other people are allowed to post, there can be no negative comments against another candidate. Candidates/Agents must monitor their own pages.
- e. Complaints regarding another candidate's use of material on social networks may be submitted to the Elections Coordinator for consideration by the Elections Commission.
- f. Promotions may begin no sooner than **Monday, September 21st.**

All candidates are encouraged to email a headshot with an original campaign tagline to our staff. This tagline can describe your intentions as a student government candidate and/or vision for MCC student life. Please submit these materials no later than Friday, September 18th.

All promotional material must be e-mailed to both kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu by 4:45 pm on Friday, September 18th. Sloppy, ill-prepared promotion(s) or those that do not follow the aforementioned guidelines will result in a report to the Elections Coordinator and may result in the promotion(s) being pulled.

Removal of Campaign Materials

The Office of Student Life & Leadership Development Operations Staff will be responsible for removing all campaign materials following the elections.

Ethics

The Elections Commission will monitor campaigns. Candidates are expected to be honest and use integrity. There will be no vulgar language and no use of negative campaigning against an opponent. Misrepresentation, misconduct, or dissemination of false or inaccurate information or other violations of the election rules may result in candidate sanctions up to and including removal from the election, as deemed by the Elections Commission.

SECTION IV – VOTING

A. Preparation Procedures

1. Only the candidates who have completed the filing procedures on time as outlined in Section II of these rules shall be placed on the ballot. Any referendum, which has completed the eligibility requirements as outlined in the Student Government Association By-Laws, shall be placed on the ballot.
2. All ballot entries are to be arranged by the election race and further arranged alphabetically.
3. Sample ballots of races in contention and referendums shall be released to the media at least eight (8) working days prior to the first day of elections.

B. Voting Procedures

1. Qualification of Voters: Students will vote by logging into Blackboard.

C. Tabulation Procedures (Elections Coordinator)

1. Tabulation of votes is electronically through Blackboard. The Election Coordinator will be responsible for announcing the successful candidates within two (2) hours after the closing of voting.

D. Run-Off Procedures

1. In the event of a tie between candidates, a run-off between the two candidates will be held. Procedures shall be as noted above.

E. Notification Procedures (Elections Coordinator)

1. Each successful candidate will be notified via student email by the Elections Commission within three (3) working days.
2. Any candidate elected to a Student Government Association office must themselves notify the current Student Association President and Speaker of the Senate in writing within seven (7) days of receipt of notification of their intent to accept their office. Failure to do so will result in a forfeiture of office.
3. If the office is thus forfeited, the seat will be considered vacant. The candidate with the next highest vote count will be appointed to the vacant position. If no candidates remain, the seat is subject to appointment by the Student Government Association Senate according to the By-Laws.

SECTION V – CAMPAIGN PRACTICES

The following actions are strictly prohibited. Violations of these rules may result in candidate sanctions as specified in Section VI, D and E of this packet.

A. Campaign Practices

The following are campaign practices strictly prohibited by the Elections Commission that apply to campaigns for all elected student government positions. This list is not inclusive:

1. Provide the Elections Commission with any false or misleading information.
2. Disruption of classes for campaign purposes. Personal classroom appearance is only authorized with advance approval of class professor.
3. Tampering with another candidate's publicity materials.
4. Use of false statements by candidates and/or agents related to themselves or any other candidate.
5. Use of vulgar language and/or negative campaigning against an opponent.
6. Use of candidates, agents and/or contributed money or materials.
7. Use of election materials not specified under Section III subsection B.
8. Commencement of campaigning by candidates and/or agents before the specified date and time.

SECTION VI - DISPUTES

A. Complaints

1. Any person having knowledge or suspicion that a candidate or candidate's agent has violated any of the rules governing these elections may file a complaint with the Elections Commissioner in Charge of Disputes on the designated form.
2. Upon submission of a complaint, the race involved will be considered "in dispute". The Elections Commission shall hear any and all complaints within five (5) working days of receipt. (Not to include Saturday or Sunday.)

B. Deadlines

1. Complaints must be filed within thirty (30) minutes after the voting has ended on the last day of elections.

C. Hearings

1. Once a complaint has been accepted and filed, the Elections Commissioner in Charge of Disputes is responsible for notifying all candidates and individuals against whom a complaint has been filed and those who have filed the complaint as to the place and time of a hearing. This notification must be made pursuant to Section VII-A-2.
2. The hearing will be open and conducted pursuant to the rules and regulations that follow:
 - i. Normal Parliamentary procedures must be followed.
 - ii. Quorum must be established with a majority of the Elections Commissioners present and voting.
 - iii. In the event of an absence of the Elections Coordinator, a temporary Chairperson must be selected. (Chairperson votes only in the case of a tie.)
 - iv. The complaint will be read as filed by the Elections Commissioner in Charge of Disputes.
 - v. The alleged violator is given five (5) minutes to make a statement.
 - vi. The complainant is given five (5) minutes to make a statement.
 - vii. The alleged violator is given five (5) minutes to respond.
 - viii. The Elections Commission and at least one of the SGA Advisors are given two (2) hours behind closed doors to debate the issue and may call in anyone who may assist the Commission in reaching a decision.
 - ix. The Elections Commission must then declare the alleged violator innocent or guilty and announce sanctions if any.

D. Sanctions

1. Issue a verbal warning to the violator.
2. Issue a written warning to the violator.
3. Restriction of supplies from violator.

4. Restrict candidate and/or agent campaigning.
5. Removal of agents and/or campaigning staff.
6. Eliminate the candidate from the elections.

E. Malfeasance of Office – Removal of candidate from office as a result of violation of Election Rules

Clear and convincing evidence must be presented in each case. This is extreme and should be used only for such cases as, but not limited to:

1. Fraudulent manipulation of vote count, voting twice.
2. False statements about opponent.
3. Propagation of falsehoods about oneself.
4. Failing to comply with a sanction.

Any violations of these rules will result in a report to the Elections Coordinator resulting in possible sanctions including but not limited to removal of your promotion privileges.

Signed Brighton Campus Promotion Agreement

By signing below I am indicating that I have read and understand the Promotions Regulations and that I accept them.

Signed _____

Date _____

DEADLINE for completed application and materials is **Friday, September 18th at 4:45 pm.**
Please e-mail completed packets to both kcooke7@student.monroecc.edu and dvoldancurry@monroecc.edu .



Monroe Community College

STATE UNIVERSITY OF NEW YORK

1000 East Henrietta Rd. · Rochester, NY 14623 · (585) 292-2000

Photography/Videography/Audio Recording Release Form

I hereby grant Monroe Community College and the State University of New York the right to use my name/photograph/video/audio recording for the following purposes (check all that apply):

- in-house distribution (library, classroom, online instruction)
- external college communications (publications, webpages, and social media pages)
- instructional and promotional/marketing materials

Additional comments

Signature	Date	Parent/Guardian Signature <i>(if under age 18)</i>	Date
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Print full name legibly _____

Please return to the videographer/photographer or Monroe Community College, Office of Student Life and Leadership Development, 1000 East Henrietta Road, Rochester, NY 14623.

FOR OFFICE USE ONLY

Description of image, video, audio recording _____
