



Student Trustee

2024-2025 Election Packet

Senate Meetings are held every Tuesday at 2:15pm in person & virtually. You should attend at least one meeting before the elections.

- Week of March 4: Applications available electronically
- Wednesday, March 13:
 - Elections Workshop* in-person: 12pm to 1pm in Room 3-121
[Register online for an Elections Workshop.](#)¹
 - Or**
 - Elections Zoom Workshop* (virtual): 3pm to 4pm
[Register online for an Elections Workshop.](#)¹
- Friday, March 15: Elections Workshop* in-person: 12pm to 1pm in Room 3-121
[Register online for an Elections Workshop.](#)¹
- Monday, April 15: **Completed Election Packets Due.** *All materials* must be returned electronically which include:
 - Completed Application and Election Guidelines Agent Agreement (if applicable)
 - Signed [Photography/Videography Release Form](#)²
 - Original Campaigns Materials: photo
- Wednesday, April 17: Petitions with at least **50 current MCC student signatures** are due.
- Monday, April 29
 - Campaigning begins
 - Meet the Candidates on the Terrace from 11am to 1pm
- Monday, May 6, through Thursday, May 11: **Elections!!!!**

*Candidates must attend *one* Elections Workshop.

¹ Elections Workshop Registration: <https://forms.office.com/r/XRKDGVTQie>

² Photography/Videography Release Form: <http://www.monroecc.edu/go/photo-release>

Section I – The Election 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 (these can be any member of the student body). Candidates for elected office in the Student Government Association are required to be in good academic and disciplinary standing (at least a 2.25 GPA).

D. Term of Office

The Elections Commission shall serve until commencement day.

E. Vacancy of the 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 have written report to Elections Coordinator regarding 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 Trustee, the candidate must have a minimum cumulative grade point average of 2.75, 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 through the entire term of office. The SGA advisors shall be responsible to ascertain the eligibility of each candidate filing a petition prior to the printing of the ballots.
2. The Elections Commission members and anyone working in any way on the elections processes (including agents) shall not be eligible for elected office.
3. All candidates shall be restricted to running for one position only throughout the duration of elections and campaigning; said rule shall cease at conclusion of elections.

B. Forms

1. [Application Form](#)^A: Students desiring to run for the position of Student Trustee must first acquire an application form. Applications should be completed by the deadline on the application form. Application information should include candidate's name, address, phone number, email address, the title of the position student is seeking, curriculum program, semester enrolled, cumulative grade point average, 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 the position of Student Trustee.

Section III – Campaigning

A. **Candidates may begin campaigning on Monday, April 29, 2024 – not before.** Campaigning during election days is permitted. Campaigning includes but is not limited to displaying poster boards/flyers on the MCC student portal, on bulletin boards and MCC approved social media platforms: X (formerly known as Twitter), Facebook and Instagram.

1. Flyers

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.

- a. Each opposed candidate/team will be allowed to have 150 copies of their flyers made for the office. Up to 50 flyers can be posted around campus, and the remaining materials can be used for handouts.
The Elections Commission and the Office of Student Life & Leadership Development are not responsible if your copies are not clear, and you will not be allowed new copies.
- b. All flyers will be a black and white design on your choice of colored paper. We will make the copies for you but you will need to tell us what color paper you desire.
- c. Placement of your flyers will be at the discretion of the Office of Student Life & Leadership Development Operations, who will post them. Do not post your own flyers as they will be taken down and not allowed to go back up.
- d. Do not remove any opponents' flyers. If you see an opponent's flyer in the wrong place, you are to report them to the Elections Coordinator who will address the problem.
- e. There will be no negative campaigning on the flyers.
- f. All of your flyer designs must be given to the Office of Student Life & Leadership Development by **April 15, 2024**.

2. Posters

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.

- a. Each candidate will be allowed three (3) 12 x 18 posters to be posted around campus.
- b. We will provide you with the poster making materials; only materials supplied may be used.
- c. Placement of your posters will be at the discretion of the Office of Student Life & Leadership Development Operations, who will post them. Examples of some locations that we might use are, the Marketplace, Building 10 hallway, and the North Atrium.
- d. Do not post your own posters as they will be taken down and not allowed to go back up.
- e. Do not remove any opponent's posters. If you see an opponent's poster in the wrong place, you are to report them to the Elections Coordinator who will address the problem.
- f. There will be no negative campaigning on the posters.

^A Student Government Association Student Trustee Application:
<http://www.monroecc.edu/go/studenttrusteeapplication>

- g. All posters must be given to the Office of Student Life & Leadership Development **by April 15, 2024** .
 - h. Posters will be placed around campus on or before, **April 29, 2024** .
3. Social Networking
- All candidates are encouraged to email a headshot with an original campaign tagline to [Melissa Gue \(mgue@monroecc.edu\)](mailto:mgue@monroecc.edu). 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 **April 15, 2024**. 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 deleted.
- a. Each candidate may use social networking to promote their campaign with Facebook, X (formerly known as Twitter), and/or Instagram beginning on **Monday, April 29, 2024**. **The use of all other forms of social media is prohibited.**
 - b. Must tag an MCC official account (SGA) on the platform, or it isn't official. SGA tagline on Instagram and X (formerly known as Twitter) is *monroeccsga*.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. Complaints regarding another candidate's use of material on social networks may be submitted to the Elections Coordinator for consideration by the Elections Commission.
 - g. Promotions may begin no sooner than **Monday, April 29, 2024**.

B. Removal of Campaign Materials

- 1. The Operations staff on both campuses will be responsible for removing all campaign materials.

C. 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. Qualifications of Voters: Students will vote by logging into Microsoft Forms

C Tabulation Procedures (Elections Coordinator)

1. Tabulation of votes will be done electronically through Microsoft Forms. The Elections Commissioner will be responsible for announcing the successful candidates within two (2) hours of closing the polls.

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 by student email by the Elections Commission within three (3) working days.
2. Any candidate elected to a Student Trustee office must themselves notify, in writing, the current Student Association President and Vice President, within three (3) 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 vacancy will be filled according to the Student Government Association 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 VII, 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

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.

1. 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. All complaints must be filed within thirty (30) minutes after the polls have closed on the last day of elections. No complaint filed after this deadline will be considered.

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:
 - a. Normal Parliamentary procedures must be followed.
 - b. Quorum must be established with a majority of the Elections Commissioners present and voting.
 - c. 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.)
 - d. The complaint will be read as filed by the Elections Commissioner in Charge of Disputes.
 - e. The alleged violator is given five (5) minutes to make a statement.
 - f. The complainant is given five (5) minutes to make a statement.
 - g. The alleged violator is given five (5) minutes to respond.
 - h. 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.
 - i. 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.

Name of Candidate: _____

Position Running for: _____

Checklist

All must be completed by **April 15, 2024**, unless specified differently below.

Attended Elections Workshop: see Election Schedule for dates and times

Attended a Senate Meeting Tuesday's at 2:15pm on the Brighton Campus in the Forum (Room 3-130), on the Downtown Campus in Room 200B, or via Zoom:

<https://monroecommunity.zoom.us/j/88937465009?pwd=U3k3N0piVFY1WTRSNDNOUlhkZ3RwUT09>

Application and signed Guidelines and Campaign Promotions Agreements, submitted electronically

Emailed Headshot and a campaign tagline to [Melissa Gue \(mgue@monroecc.edu\)](mailto:mgue@monroecc.edu). The tagline should be less than 15 words. It can describe your intentions as a Student Government Candidate.

Completed the Photography/Videography Release Form (<http://www.monroecc.edu/go/photo-release>)

Petition with at least 50 current MCC students' signatures (**due April 17th**). (Once all of the above is turned in, each candidate will receive, within 24 business hours, a Petition to collect the required 50 MCC student signatures.)



I have read and understand the Election Guidelines and agree to follow them.

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 campaign activities, and possibly the candidate's removal from elections (before or after).

Name of candidate you are campaigning for: _____

Agent Name: _____

Agent Signature: _____