



Bergen Community College
Student Government Association (SGA)
Election Guidelines - Spring 2019

Dear Candidate,

Thank you for choosing to take part in the **Spring 2019 Election** for Bergen Community College's Student Government Association (SGA). As a candidate, it is your responsibility to follow and adhere to all of the information contained in the following pages of the Election Guidelines. Therefore, please make sure to read this entire packet thoroughly. If you at any time have any questions regarding the Election Guidelines, please contact Elections Chair, Gabriella Setti, at sgachiefjustice@me.bergen.edu.

The Election Guidelines will be presented to the SGA Senate during the Senate meeting on **Wednesday, March 6th, 2019** and voting procedures will take place on **Wednesday, March 20th, 2019**.

Best,
Gabriella V. Setti
Student Government Association (SGA)
Chair, Elections Committee



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Election Timeline

Election Information Sessions:

The Elections Committee will discuss and answer questions about the timeline, rules, and guidelines of the election. Candidates will be provided with the Elections Guidelines. It is **mandatory** that students seeking candidacy attend. If you cannot make any of the below meeting times, please email the Elections Committee and we can set up a meeting time to go over the process with you in lieu of attendance.

Date and Time:

Wed, April 3, 2019 @ 12:00 - 12:30 PM
Mon, April 8, 2019 @ 10:30 - 11:30 AM
Wed, April 10, 2019 @ 12:30 - 1:00 PM

Location:

Paramus Campus
Paramus Campus
Paramus Campus

Room:

C-211
Student Center
S-138

Application:

Friday, March 22, 2019 @ 9:00 AM (open)
Thursday, April 11, 2019 @ 4:00 PM (close)

The applications for each executive board position will be available online to be filled out and submitted. The supplemental portion of the application must be downloaded, printed, and handed in to the Elections Chair in SC-110B or scanned and emailed to sgachiefjustice@me.bergen.edu. The form can be found at www.bergen.edu/sga. All materials must be submitted by the above due date. No exceptions will be made if handed in late.

By 12:00 PM on Friday, April 12, 2019, all candidates will have received confirmation of whether or not they are eligible to run for the respective positions they each declared candidacy for. Please note that our advisors will be checking each candidate's grades and social standing. All personal information will be strictly confidential and only known by the SGA advisors.

Please refer to the responsibilities section for a list of the application requirements.



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Campaigning, Elections, and Announcements:

Campaigning Period

Monday, April 15, 2019 @ 9:00 AM -- Sunday, April 21, 2019 @ 11:59 PM

During this period, candidates will be able to campaign. Active campaigning includes, but is not limited to: posting of flyers, literature, tabling, or other printed materials by a candidate or representative of a candidate; and/or advertising in campus media.

Candidates must prepare campaign materials and adverts prior to the designated campaigning period, but such campaign material may not be made publicly accessible until the contest officially begins.

- The spending cap for candidates to spend on their campaigning is \$100.00 and receipts must be submitted to the Office of Student Life. Please note that this cost is borne by the candidate and not reimbursed by the Student Government Association.
 - Candidates running as a group (i.e., a “ticket”) of three or more will have a spending cap of \$250.
- Any form of public endorsement from other clubs or organizations on campus is not allowed. This includes, but is not limited to, using an organization’s logo (SGA logo included), having the organization send out any promotional material for a specific candidate, and allowing the organization to table for a specific candidate.
- Candidates shall not interfere with other candidate’s campaign and shall not ask other students to obtain the necessary requirements for their application (i.e. signatures).
- Carrying around any electronic device with internet access and encouraging students to vote for or against a candidate is strictly prohibited.
- Candidates will have the opportunity to have one poster print out for their campaign that is printed by the Office of Student Life & Conduct.

Campaigns must be conducted in compliance with federal, state and local laws, and are subject to rules and regulations that govern the college facilities, policies, and property. Candidates are required to be courteous and respectful to one another. **Libel and slander are prohibited.**



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Candidates Open Forum

Wednesday, April 17, 2019 - 12:30-1:30 PM, Room S-138

The Elections Committee will be hosting a candidate's forum during the campaign period. This forum is **mandatory** for each member running for an Executive Board position. It will be held in S-138 of the Paramus Campus and also live streamed on the Student Government Association instagram (@bergen_sga) . The exact format of the event will be at the discretion of the Elections Committee and be determined after each candidate's eligibility is confirmed.

Election Days

Monday, April 22, 2019 @ 8:00 AM - Friday, April 26, 2019 @ 5:00 PM

During this period, currently enrolled students of Bergen Community College may actively vote for candidates in the elections. Candidates are allowed to campaign for themselves during this week; however, there are a few locations that are "neutral zones" (i.e. off limits) that candidates are not allowed to loiter near while campaigning. Please use reasonable judgement in this process. These locations include the A-101 voting area, the library, any computer labs, and the Student Leadership Commons (SC-110).

Please note that candidate bios that will be shown on voting screens will be limited to 280 characters.

Appeals

Saturday, April 27, 2019 - Monday, April 29, 2019 @ 8:00 AM

Appeals must be completed using the Elections Appeal form which will be emailed out to all candidates at the conclusion of the election period. Candidates will have the opportunity to bring forth appeals to SGA Advisor Ian Wolf, at this and only this time. In the event that an appeal against a candidate is deemed appropriate and viable, the SGA Advising Team may expel the candidate in question from the election. Appeals will be reviewed in a timely fashion. At this meeting, the Elections Committee will certify the election results.



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Announcements

Tuesday, April 30th, 2019

Election results will be announced via email and the new Executive Board will be announced on the SGA's Social Media accounts once the appeals process has been completed.

Thursday, May 2, 2019 @ 6:00 PM

The new Executive Board will be announced publicly during the Student Leadership Awards (previously called Club Awards). The swear-in will also take place in TEC-128.

Rules and Regulations

Eligibility:

All candidates must be any credit bearing students and must maintain that status for the 2019 - 2020 academic year. Any candidate on Academic or Disciplinary Probation (As defined by the college) is prohibited from contesting or occupying a position within the SGA. All candidates must have a minimum 3.0 GPA.

Available Positions:

All SGA Executive Positions are open to contest for the coming election; below is a list of all positions available.

- President
- Vice President
- Treasurer
- Chief Justice
- Executive Assistant
- Board of Trustees Alumni Representative

For more information on the Board of Trustees Alumni Representative application process, please visit this [website](#).



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Responsibilities:

Each candidate interested in running is required to fill out the application packet made available online on **Friday, March 22, 2019.**

Each candidate is responsible of completing all parts of the application including:

- Online Application
 - Candidate Bio limited to 280 characters
- Get 25 Non-SGA students to fill out an SGA Feedback Form (this will be provided online along with the candidate application)
- Obtain 25 new followers for the SGA Instagram (@bergen_sga)
- Give at least 1 in-class speech with the professor's signature confirming it; the speech should not exceed more than two minutes and it should be scheduled with the professor (via email) ahead of time in a professional and respectful manner
- 2 total presentations to registered student organizations with a signature from a member of the organizations executive board or one of its respective advisors verifying it
- Resume
- Attend an SGA Senate Meeting and introduce yourself in Public Sector (3/27, 4/3, or 4/10)
- 500 word maximum essay (12 point font, Times New Roman font, and double spaced) on why you are interested in running, goals/initiatives for 2019-2020 academic term, and why you are the best candidate suited for this position
- Attend either the Office of Student Life Leadership Weekend (March 29 - March 31, 2019 or a previous year) or the Bergen Board of Trustees Meeting (April 2) at 5:00 PM in TEC-128; if a candidate is not available to attend either of these events, they must obtain signatures from 2 out of the 5 members of the Elections Committee
- Obtain signatures of 2 SGA advisors

Candidates are responsible if elected to attend all SGA related meetings. These include but are not limited to:

- Advisor Meetings: Mondays @ 12:30 - 1:30PM



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- Senate Meetings: Wednesdays @ 12:30 - 1:30PM
- Professional Development Day (once every academic year)
- **Chief Justice Only** Judiciary and Breathe Clear Campus Meetings: Every other Tuesday @ 12:30 - 1:30PM

Additionally, each candidate that is elected into an Executive Board position must attend a training retreat on **Thursday, May 16, 2019** and **Friday, May 17, 2019**.

Neutrality of Elections Committee:

All members of the Elections Committee are forbidden from publicly endorsing and actively campaigning on behalf of any candidate from the beginning of their tenure on the Elections Committee until the announcement of the results. Managers of Election Polling Locations are forbidden from publicly endorsing and actively campaigning on behalf of any candidate during the time of active campaigning and elections. Any violations of this commitment to neutrality will result in an investigation by the SGA advisors.

The Election Committee is chaired by Gabriella Setti. Other members of the committee are James Boroznoff, Joshua Jimenez, Kevin Lizama, and Brenda Rodriguez. The Elections Committee is advised by Ian Wolf.

Further Questions:

Any questions regarding campaign procedures should immediately be referred to the Election Committee at sgachiefjustice@me.bergen.edu.

Resolution to Approve Spring 2019 Election Guidelines



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Author: Gabriella Setti
Sponsor: Elections Committee

Whereas, the Student Government Association (SGA) elections to determine the new Executive Board for the academic term 2019 - 2020 are approaching, and

Whereas, the Election Guidelines that govern an election should provide clear instructions on the procedures of the elections, and

Whereas, the opportunity to run for an Executive Board member of SGA is available to anyone from the student body regardless of being a Senator or not, and

Therefore, the Election Guidelines will be presented to the Senate during the Senate meeting on Wednesday, March 6, 2019 and voting will take place on Wednesday, March 20, 2019.

Best,
Gabriella Setti
Elections Committee Chairwoman
Student Government Association (SGA) Office
SC-110B
Bergen Community College



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