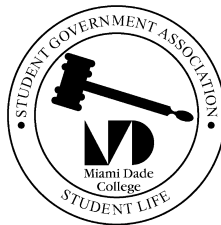


Student Government Association  
Hialeah Campus

Elections Packet  
2014-2015

**Application Deadline**  
**Monday, April 28, 2014, 4 p.m.**  
**Student Life Department**



January 2014

Dear Student:

On behalf of the Student Life Department of Miami Dade College, Hialeah Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the Hialeah Campus, for the 2014-2015 academic year. Enclosed in this Elections Packet are the following: Declaration of Candidacy, Election Procedures, Qualifications for Candidacy, Election Timeline, Sign/Poster Rules, and Candidate Expense Sheet. All rules and regulations must be adhered to throughout the campaign process and the Declaration of Candidacy must be completed and returned to the Student Life Department by Monday, April 28, 2014, **no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by Tuesday, April 29, 2014.

Attached are descriptions of the duties and responsibilities of a Student Government Association Officer to ensure full comprehension of the position.

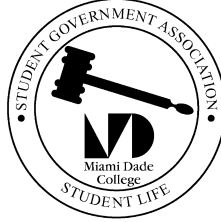
If you have any further questions regarding any of the attached items, please contact:

Student Life – Hialeah Campus  
305-237-8742/305-237-8831  
hialeahstudentlife@mdc.edu

Sincerely,

Student Life Department  
Hialeah Campus

Candidate Initials\_\_\_\_\_



### **Declaration of Candidacy**

I, \_\_\_\_\_, hereby declare my candidacy for the office of \_\_\_\_\_ at Miami Dade College, Hialeah Campus, this \_\_\_\_\_ day in the month of \_\_\_\_\_, 2014. I hereby attest that I shall uphold the standards of the College, the Student Honor Pledge, and the Student Government Association Constitution. I also agree that I will remain a student at this college and campus during the two major terms (Fall and Spring) of the given academic year.

***PLEASE PRINT***

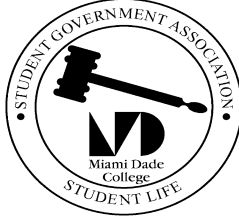
Name		Student Number
Address	City, State	Zip Code
Phone #	Cell	Email Address
Grade Point Average	Credits Completed	Expected Graduation Date

I hereby certify that all of the above information is complete and correct, and that I have read and accepted all of the election procedures. Failure to follow all of the election procedures stated in this packet will result in my immediate disqualification from the election. I understand that any falsification herein will make me ineligible to hold any Student Government office this academic year.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Candidate Initials\_\_\_\_\_



## Election Procedures

1. Each candidate must sign and turn in his/her Declaration of Candidacy to the Student Life Department no later than **4:00 P.M. on Monday, April 28, 2014**. All forms will be stamped in the Student Life Department. Any packet submitted after the stipulated deadline will not be accepted.
2. A copy of the candidate's Degree Audit, Validated Class Schedule, and a letter of recommendation from a faculty member must be included in the Elections Packet.
3. Candidates must submit in 250 words or less a biography and/or campaign statement. This must be submitted in electronic form (flash drive, CD or email). Candidate statement is due no later than **4:00 P.M. on Monday, April 28, 2014**.
4. Candidates will be photographed at the Student Life Department. Photographs will be included with the candidate biography and campaign statement on the elections website. Candidate picture is due no later than **4:00 P.M. on Monday, April 28, 2014**.
5. Every candidate must turn in a Candidate Expense Sheet. This sheet will list all expenditures and value of donated items, even if there are no expenses associated with the campaign. Total expenditures and value of materials **combined** may not exceed \$100.00. Receipts or estimates for all materials purchased and/or donated must be submitted by **4:00 P.M. on Monday, April 28, 2014** in order to have your campaign materials approved. Failure to submit your Candidate Expense Sheet by the established deadline will result in disqualification for elections.
6. Incomplete packets will disqualify a candidate.

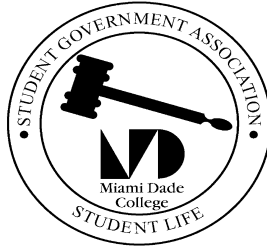
## CAMPAIGNING

1. Candidate must have the approval of the SGA Advisor and Student Life Director prior to distribution of any materials, posters, and flyers on campus.
2. The distribution of campaign materials in any MDC parking facility is prohibited.

Candidate Initials\_\_\_\_\_

3. The Student Life Department maintains political neutrality. Candidates and their campaign officials will neither obtain campaign materials from, nor post campaign materials in the Student Life area.
4. College resources may not be used to develop or duplicate campaign materials. The only exception permitted is the use of computers in the library or computer courtyard.
5. The number of flyers, posters and other printed materials will be left up to the discretion of the candidate. Candidates must adhere and be aware of college and campus specific posting policies.
6. Off-campus campaigning, in the form of television, newspaper, and radio advertisements, etc. is **prohibited**.
7. The candidate is responsible for his/her actions, the actions of his/her chosen representatives, and the campaign materials. The SGA Advisor will review any complaints and forward a recommendation of the complaint to the Student Life Director, who will have the final decision on any infractions and complaints.
8. All complaints must be submitted by email to the Student Life Director within 24 hours of the alleged infraction. The complaint must be filed using the Election Complaint Form.
9. If a candidate devises a new or unusual publicity device (i.e. other than flyers, posters, and banners) authorization must be received from the SGA Advisor and Student Life Director prior to the use of the device.
10. Sound systems, stereos, speakers, etc. can be used during activity hour **ONLY** with prior permission of the Student Life Department.
11. Any act of bribery will result in disqualification may lead to disciplinary action.
12. Any candidate or candidate representative that is caught removing or defacing another candidate's campaign material will be disqualified.
13. All campaign material must be removed from the campus one day after elections.
14. Candidates are not allowed to campaign in the Library, Computer Courtyard, or within 100 ft. surrounding designated voting areas on election days. This is strictly enforced! Students who work in these designated voting areas should make alternative arrangements with both their supervisor and the Student Life Department to avoid any discrepancies.

Candidate Initials\_\_\_\_\_



### **Qualifications For Candidacy**

- A. Applicant must be a currently enrolled student taking at least 6 credit hours or equivalent at Miami Dade College, Hialeah Campus, at the time of application for candidacy and through the term of office.
- B. Applicant must be registered for the majority of his/her classes at the campus in which he/she is running for office and performing his/her duties.
- C. Applicant must have and continue to maintain a cumulative Grade Point Average of 2.5 or higher and be in clear academic standing.
- D. Student concurrently enrolled in a high school program is not eligible for candidacy. Applicant must possess a valid high school diploma (or equivalent) at the time of application.

### **The Duties and Powers of the Elected Positions**

#### **ARTICLE III. – EXECUTIVE BOARD OFFICERS**

##### **Section 2 : Duties of the President shall be to:**

1. Call and preside over all meetings of the Executive Branch and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting.
2. Call for and preside over special meetings of the Student Body and Student Government Association, provided there is at least 48 hour notice of such meetings.
3. Vote only in the event of a tie or when a vote could affect the result.
4. Appoint Committee Chairpersons, who must be approved by a majority vote by the Executive Branch.
5. Serve on and recommend names for appointment to College-wide or campus-wide committees.
6. Hold the authority to Veto all actions or legislation.
7. Serve as the representative of all students to the administration and faculty of Miami-Dade College, Hialeah Campus and also represent the Student Body outside the campus.
8. Fulfill all duties and responsibilities as detailed by the S.G.A. Constitution and Bylaws, or as delegated by S.G.A.
9. Maintain a minimum of five (5) weekly office hours, of which two (2) must be in the office itself.

Candidate Initials\_\_\_\_\_

10. Appoint members to the Executive Board, in case of vacancy, until the next annual elections.

**Section 3: Duties of the Vice President shall be to:**

1. Preside over Senate meetings and make all necessary arrangements for those meetings, including setting an agenda and conducting the business of the meeting and shall conduct the meetings according to the newest edition of Robert's Rules of Order, Newly Revised.
2. Fulfill all S.G.A. presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
3. Keep an account of each member's terms.
4. Mediate disputes between persons in the Executive Branch in conjunction with the Advisor should the need arise.
5. Maintain a minimum of five (5) weekly office hours, of which two (2) must be in the office itself.
6. Succeed to the office of the President upon the vacancy of that office.
7. Perform additional duties as assigned to him/her by the President.

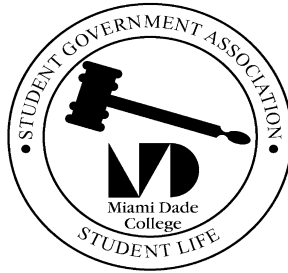
**Section 4: Duties of the Secretary shall be to:**

1. Record the minutes of the S.G.A. Senate and Executive Board meetings. All minutes must be turned in three (3) days after the meeting.
2. Maintain the S.G.A. computers and files.
3. Assist the President and Vice President.
4. Maintain a current list of all members and distributing the list to the Executive Board, Advisor and the Student Life Director.
5. Maintain a minimum of five (5) weekly office hours, of which two (2) must be in the office itself.
6. Send any correspondence assigned to him/her by the President, Vice President and/or Treasurer.
7. Record the office hours of all S.G.A. members regardless of branch. He/She must provide a written report to the President, Vice President, and Advisor of all Members who are not complying with the Constitution delineation of office hours. The report must be submitted on a bi-weekly basis.

**Section 5: Duties of the Treasurer shall be to:**

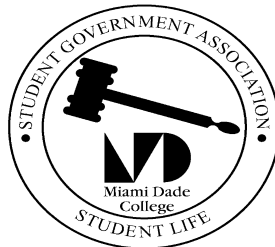
1. Maintain a record of all income and expenditures.
2. Run all S.G.A. fundraisers.
3. Submit a formal report of all finances at the last Executive Branch meeting of every month. A copy of the report must be submitted to the President, Vice President and Advisor.
4. Maintain a minimum of five (5) weekly office hours, of which two (2) must be in the office itself.
5. Perform additional duties as assigned to him/her by the President or Vice President.

Candidate Initials\_\_\_\_\_



### Elections Timeline

Event	Date	Time	Location
Deadline to Apply for Candidacy	Mon., April 28, 2014	4:00 pm	Building 1776 Room 2108-1
Campaign Schedule	Tues., April 29, 2014		
Expense Sheet Deadline & Candidate Statement/Picture	Mon., April 28, 2014	4:00 pm	Building 1776 Room 2108-1
Elections	Wed., April 30, 2014 – Thurs., May 1, 2014		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Elections Results Announced	Friday, May 2, 2014		Building 1776 Room 2108-1
Installation of Officers	June/July 2014		



Candidate Initials \_\_\_\_\_



## **Sign/Poster Rules**

- Posting of flyers/signs are allowed ONLY in areas designated by Student Life.
- If you plan on speaking to your class, ask for permission from your professor ahead of time.
- You are allowed to campaign during the dates listed in the elections timeline.
- Meeting and greeting student voters are allowed as a method of campaigning.
- Campaigning is allowed up to Election Days.
- You may NOT post flyers on car windows or distribute flyers in or around the parking garage.
- You may NOT interrupt classrooms for campaigning purposes.
- You may NOT post flyers in classrooms or areas of the campus other than those listed in the above section.
- You may NOT campaign in the Library, Computer Courtyard, or within 100 feet of voters during Election Days.

Candidate Initials\_\_\_\_\_



Signature\_\_\_\_\_ Date\_\_\_\_\_

**The Candidate Expense Sheet is due by Monday, April 28, 2014.**

Candidate Initials\_\_\_\_\_



*ADDENDUM A*

**VOTING GUIDELINES**

1. Only enrolled students, both credit and non-credit, at Miami Dade College Hialeah Campus, will be allowed to vote once.
2. Students will vote by logging in to the Elections website using their myMDC Account.
3. Students will be able to vote 24 hours a day during the designated election days.

Candidate Initials\_\_\_\_\_

