Kingsborough Community College

**A College of the City University of New York**

# Guidelines for Student Elections – Spring 2018

1. Elections to be held – **May 2018**
	1. Student Government Association
		1. Cabinet Officers:
			1. President
			2. Vice President for Academic Affairs
			3. Vice President for Student Affairs
			4. Vice President for Legislative Affairs
			5. Vice President for Finance and Administration
			6. Vice President for Public Relations and Communications
			7. Campus Activities Board Chair
		2. Twelve (12) Senators
	2. Five (5) at-large delegates to the KCC College Council
	3. Eight (8) at-large delegates to the KCC Judicial Affairs Committee
	4. Students may declare candidacy for one (1) Student Government Association Cabinet position, as well as candidacy Senate, and for at-large positions on the College Council and Judicial Affairs Committee.
		1. In the event that a candidate wins a Student Government position which carries automatic representation on the College Council, that candidate’s name shall be removed from consideration for the at-large College Council positions.
		2. In the event that a student is elected to Cabinet and Senate positions, the student shall receive the position indicated as the top preference on their nomination form.
2. Terms of Office
	1. The term of office for all positions is one year, beginning on the day following commencement, and continuing through the day of commencement the following year.
	2. No council officer or representative shall receive monetary compensation for his/her position or work.
3. Eligibility to Hold Office
	1. All Student Government Association Officers and Senators may not have less that a 2.0 cumulative index (except the SGA President, who must have a 2.5 cumulative index, as per CUNY Board of Trustees, June 2001) and must be clear of probationary or disciplinary status.
	2. At-large membership to College Council and the Judicial Affairs Committee is open to all full-time and part-time matriculated students, with the exclusion of students not in good standing at the college, students with less than a 2.0 cumulative index, and students on probation.
	3. No member of the Student Elections Review Committee may run for office in this election.
	4. For ease of operation, it is the decision of the Student Elections Review Committee to combine the elections. Students may run for **both** Constituency Council Office **and/or** at-large membership to College Council **and/or** Judicial Affairs Committee.
4. Eligibility to Vote in Each Election
	1. In order to vote in a campus-wide student election, students must be actively enrolled at KCC in the current academic semester.
5. Election Procedures

The Elections Committee will prepare a calendar of Elections and Guidelines for Elections. Copies shall be made available to all candidates, posted on the Student Life bulletin board (room C-123), and shall be made available to all interested parties.

* 1. Nominations
		1. Advertising for nominations via: mailings, Constituency Council, signs at the gate and throughout the college, council open houses and newsletters, handouts at the gate, the cafeteria bulletin board, library, Scepter, WKRB public service announcements, Student Activities Coordinating Board and class announcements.
		2. Persons eligible to run for office may secure a nomination form from the **Office of Student Life, room C-123.**
		3. All nominations and platforms are to be returned to room C-123, the Office of Student Life, between 9:00 AM and 7:00 PM, Monday & Tuesday, and 9:00 AM – 5:00 PM Wednesday Through Friday, no later than **Friday**, **April 27, 2018**. All candidates’ photographs must be taken on or before **April 27, 2018**.
		4. The Office of Student Life shall verify eligibility. Those not eligible shall be so informed on or before **April 30, 2018**.
		5. A list of nominees will be posted on the Student Activities bulletin board (C-123) by **12:00 PM, April 30, 2018**.
		6. Individuals who have been approved as a nominee must attend an orientation session to be held in room M-239, **April 27, 2018, at 3pm**. If a nominee cannot attend this session, they must contact Student Life prior to the meeting.
			1. Failure by a declared candidate to attend the scheduled candidate orientation, without notification, shall result in disqualification from all positions on the current ballot.
			2. In emergency circumstances where a nominee is unable to attend the candidate orientation, the SERC shall review the situation and render a decision.
	2. Campaign
		1. The purpose of a campaign is to present the candidate to the voter. The following have been organized to assist the candidate in this purpose:
			1. A special elections issue of Scepter will profile the candidate and their ideas, as declared by the candidate’s provided platform statement.
			2. Rallies and debates only in rooms to be reserved for this purpose in the College Center. The cafeteria MAY NOT be used.
			3. A bullhorn may not be used on campus.
		2. For other methods of campaigning, the candidate is left to their own creativity. Methods of campaigning should be restricted to those within the bounds of good taste and common sense. No election materials may be affixed onto painted or glass surfaces. The Elections Committee will consider violations of these bounds.
	3. Elections
		1. Voting for all elections will be conducted online from **May 7-11, 2018**.
		2. There will be separate ballot sections for each position, except that:
			1. All at-large College Council positions shall appear on a single question, with the eligible candidates receiving the top five (5) vote counts being awarded the positions, AND
			2. All at-large Judicial Affairs Committee positions shall appear on a single question, with the eligible candidates receiving the top eight (8) vote counts being awarded the positions.
		3. On **Friday, May 11, 2018**, polls close at **12:00 PM**. Votes will be tallied under the observation of the Student Elections Review Committee and the Office of Student Life.
		4. Eligible voters will be asked to follow the online instructions to cate their votes.
		5. Members of the SERC will review results at **12:00 PM on May 11, 2018** under the observation of the Director of Student Life. Observers will be limited to the members of the SERC, Director of Student Life and candidates.
		6. Students must achieve a majority vote in order for their position to be valid. In the event that no one candidate wins by a majority vote or in the event of a tie vote, there will be a special run-off election the following week. The results of the voting shall be announced on **Friday, May 11, 2018**, in room C-123 and posted in the Office Student Life
		7. No mail or proxy voting is permitted.
		8. Write-in ballots shall be permitted.

Upon request, a paper ballot may be provided for accessibility purposes, or in the event of an error with the online voting system.Updated 3/14/2018