

STUDENT GOVERNMENT ELECTION CHECKLIST
IMPORTANT DATES FOR CANDIDATES
Academic Year 2023-2024

Application and Bios due to Coordinator of Student Life/SGA Advisor Tracy Kleparski
tkleparski@parkland.edu *(Photo-headshot for the webpage must be submitted with bio)* by Wednesday, March 29th, 2023 at 5:00pm.

Campaigning may begin Monday, April 3rd, 2023. Please note all materials must be approved by Tracy Kleparski prior to campaigning.

Bios featured in the Student Life webpage & Prospectus Newspaper Monday, April 3rd-Thursday, April 13th, 2023.

Elections Held in-person April 12th-13th and virtually April 10th-13th.

STUDENT GOVERNMENT ELECTIONS

Academic Year 2023-2024

Polls will be open in-person April 12th-13th and virtually April 10th-13th

JOB REQUIREMENTS: Officers and Senators (See Trustee Packet for Trustee Requirements)

- Student must be enrolled in not less than **six (6) credit hours**
- Student will maintain a **minimum GPA of 2.0**
- Student is **available between 2-4 pm every Thursday** during the academic year

Article IV: Student Government

Section 1 – The Student Association, to facilitate the administration of student affairs, establishes the Student Government of Parkland College, and delegates to it the authority to act on behalf of the student body. All powers, unless granted to the Student Government in the constitution, are retained by the Student Association.

Section 2 – The Student Government will be composed of students elected by the membership of the Student Association.

Section 3 – The Student Government will consist of 10 Senators, president, vice president, treasurer, secretary, and trustee. The presiding officer of the Student Government will be the president.

Section 4 – All members should be familiar with the constitution, bylaws and policies of the Student Association.

Section 5 – All members of the Student Government must maintain a grade point average of not less than 2.0 for the previous semester and/or cumulative grade point average, if previously enrolled at Parkland College. The senators and officers will enroll and successfully complete not less than 8 credit hours while holding office each semester, excluding the summer session.

Section 6 – The Student Government may enact legislation or take action by resolution:

- a. To foster and promote a campus atmosphere conducive to high academic achievement and high standards of citizenship.

- b. To establish standards for extending and withdrawing recognition and insuring financial accountability of student organizations.
- c. To develop student spirit and loyalty to the College and maintain traditions in keeping with the high purposes of the College.
- d. To further friendly communication and fellowship among students and the College Association.
- e. To guide and govern the programs, policies and activities of standing and special boards and committees.
- f. To ensure integrity and sound business practice in the expenditure of funds.
- g. To establish and govern the activities of boards and committees considered necessary for expediting its duties and responsibilities.
- h. To exercise the Student Government's privilege of overriding a presidential veto there needs to be a two-thirds vote of the members of the Student Government in attendance. Upon a two-thirds affirmative vote, the vetoed measure becomes law.
- i. To abide by the policies, procedures and resolutions of the College governing body.

Section 7 – The senators will elect, by majority vote, a senior senator from among the senators within two weeks of fall elections. The senior senator will perform all duties and responsibilities of the vice- president during the absence of the vice-president; during illness of the vice-president; or on any occasion when requested to do so by the vice-President. The Senior Senator will succeed to the office of vice president for the remainder of the academic year in which the vice president vacancy occurs or until the next regularly scheduled election, whichever comes first.

Article V: Officers and Senators

Section 1 – The officers will consist of the president, vice president, treasurer, and secretary.

Section 2 – The Director of Student Life will serve as advisor.

Section 3 – Responsibilities and functions of the officers and senators will be as follows:

- a. The **President** will:
 - i. Preside for the entire duration of all meetings of the Student Government.
 - ii. Call special meetings of the Student Government, as deemed necessary.
 - iii. Appoint, subject to confirmation of the Student Government, students to fill any vacancy in the Student Government membership.

- iv. Appoint, subject to confirmation of the Student Government, special committees and their chairpersons, as deemed necessary.
- v. Veto any legislation passed by the Student Government by submitting a formal letter to the Student Government within one week of passage, stating the reason for veto.
- vi. Present a president's report at meetings of the Student Government.
- vii. Must sign all legislation for it to be approved.
- viii. Create policies to manage a professional and orderly Student Government office that will be enforced under the Office Management Policy.
- ix. Responsible for enforcing all Student Association Manual policies.
- x. Set the agenda for meetings.
- xi. Provide follow up on all unfinished business.
- xii. Has the ability to combine vacant officer positions until next election.
- xiii. Attend all Parkland College Association meetings.
- xiv. Compile an end of the year report for submission to the administration and board.
- xv. Maintain a minimum of **five** office hours per week when classes are in session. One of which must be posted.
- xvi. Fulfill all other functions pertaining to the office of president.

b. The **Vice-President** will:

- i. Perform all duties and responsibilities of the President during the absence of the President from campus, during illness of the President, or on any occasion when requested and delegated to do so by the President.
- ii. Succeed to the Office of President of Student Government as President for the remainder of the academic year in which the vacancy occurs or until the next regularly scheduled election, whichever occurs first.
- iii. Have voting privileges in the Student Government in the event of a tie.
- iv. Present a vice president's report at meetings of the Student Government.
- v. Maintain a minimum of **five** office hours per week when classes are in session. One of which must be posted.
- vi. Coordinate and assist senators relative to projects, activities, interest areas and office hours.
- vii. If, by the second meeting of the Inter-Organizational Council, the position of the chairperson has not been appointed, then it is the vice president's responsibility to assume that position.
- viii. Fulfill all other functions pertaining to the office of vice president.

c. The **Secretary** will:

- i. Conduct the roll call and maintain permanent records of attendance at Student Government meetings.
- ii. Record the minutes of the Student Government and maintain a permanent record of said minutes.

- iii. Distribute copies of the minutes of all Student Government meetings to the Student Association, Senators and the College.
- iv. Conduct all official correspondence for the Student Government and maintain custody of the correspondence files.
- v. Present a secretary's report at meetings of the Student Government.
- vi. Maintain files on all current projects, committees, and policy evaluations.
- vii. Maintain a minimum of three office hours per week when classes are in session. One of which must be posted.
- viii. Maintain the schedule of office hours of Student Government members.
- ix. Maintain an accurate and up-to-date list of senators' and officers' addresses, telephone numbers, class and work schedules, office hours and record of attendance at meetings, and distribute it to advisors and the secretary of Student Life.
- x. Distribute current information to all senators and officers.
- xi. Enforce the Office Management Policy.
- xii. Fulfill all other functions pertaining to the office of secretary.

d. The **Treasurer** will:

- i. Receive budget requests from members of the Student Government and compile a total budget for consideration and approval by the Student Government.
- ii. Maintain an accurate record of all financial transactions.
- iii. Publish annually the approved budget and actual balance statement.
- iv. Present a treasurer's report at meetings of the Student Government.
- v. Prepare and present the financial records to the Student Government and the College business office for audit upon request.
- vi. Serve as manager of Student Government finances.
- vii. Report account balances at the Student Government meeting when any changes occur.
- viii. Serve as chair of the Finance Board.
- ix. Maintain a minimum of **three** office hours per week when classes are in session. One of which must be posted.
- x. Fulfill all other functions pertaining to the office of treasurer.

a. The **Senators** will (10 available positions):

- i. Provide continuous input and feedback to the Student Government regarding student needs.
- ii. Identify student interests and needs and relay the information to the proper committee or group.
- iii. Accept chairperson assignments of boards and committees.
- iv. Maintain a minimum of **three** office hours per week. One of which must be
- v. posted.

- vi. Assist in recruiting students who express an interest or desire to serve the Student Government or to serve on committees or boards.
- vii. Increase friendly communication and fellowship among students and Parkland College organizations.
- viii. Be informed of all Student Government business and action.
- ix. Fulfill all other functions pertaining to the office of senator.
- x. Must attend and participate in campus and club events representing SGA.

Article VI: Student Trustee

Section 1 – The Student Trustee will serve as a member of the College Board of Trustees who holds advisory voting privileges only.

Section 2 – Responsibilities and functions of the Student Trustee shall be as follows:

- a. Attend all regular and special meetings of the Parkland College Board of Trustees as a representative of the Student Association.
- b. Have the right to register an advisory vote on all matters that are brought to a “roll call” vote at the Board of Trustee meetings.
- c. Register an advisory vote on behalf of the Student Association, not as an individual opinion vote.
- d. Attend all Student Government meetings as a non-voting member.
- e. Travel to conferences, workshops, meetings representing the Board of Trustees.
- f. Abide by the rules and regulations, both state and institutional, governing the operation and conduct of the Parkland College Board of Trustees.

Section 3 – Qualifications and Election of the Student Trustee

- a. Elected to a one-year term that will begin at the first Board of Trustees meeting after April 15.
- b. Must maintain a minimum cumulative GPA of 2.0.
- c. Must be enrolled in at least eight (8) hours.
- d. Must have completed fifteen hours of college-level course at Parkland College.
- e. The Student Trustee will be a student in good standing; disciplinary or academic

sanctions should not have been placed against them nor should he or she have overdue financial obligations to the college.

- f. Shall maintain a minimum of **four** office hours per week during the academic year.
- g. Shall have speaking privileges during reports, open discussion, and respond to questions at Student Government meetings.
- h. Subject to the same professional review as all Student Government members.
- i. Maintain the confidentiality of the office.
- j. Abide by the rules and regulations, state and institutional, governing the operation and conduct of the Parkland College Board of Trustees.

Section 4 – If the Student Trustee is not able or capable of fulfilling the responsibilities of the position due to student status or resignation, a special election will be held to elect another Trustee for the remainder of the term. If the vacancy occurs during the spring semester, the Director of Student Life, with the approval of the Vice President of Student Services, and the executive board will appoint an interim Student Trustee.

Application and Bios due to Coordinator of Student Life/SGA Advisor Tracy-Kleparski
tkleparski@parkland.edu (Photo-headshot for the webpage must be submitted with bio.) by **Wednesday, March 29th, 2023 by 5:00pm.**

Please dress and look appropriate. Candidates who have submitted a completed application by this time, and have met all requirements for the office, will have their names on the official ballot. Write-in candidates are allowed for Senator Positions only when the number of individuals running is less than the positions available.

NAME ON BALLOT: On the ballot, candidates' names will appear in order as drawn by lot during the candidates' meeting. Names will be printed as written on the "Official Application" by the candidate. Any changes may be requested at the candidates' meeting.

CAMPAIGNING: Students are encouraged to use their personal social media to campaign and encourage Parkland students to vote.

APPROVAL OF CAMPAIGN MATERIAL: All campaign materials must be approved by Tracy Kleparski in advance.

ELECTED TO OFFICE: Slated candidates must receive a plurality of votes cast for the position in order to be elected to office. Write-in candidates must receive at least 10% of the total votes. The write-in candidates with the highest number of votes will be selected for the open positions.

TALLYING BALLOTS: Ballots will be tallied immediately upon closing of the polls on Thursday, April 13th, 2023. Due to the limited area for tabulation, only members of the Election Board and a representative of the Office of Student Life are allowed in the tally room.

AUDIT: An audit of the election must occur by 2:00 pm on Monday, April 17th. Any candidate requesting an audit must submit his or her request in writing to the Election Board Chairperson within the stated time. Requests submitted after this period will not be honored.

INFORMATION: Applications, petitions, and job descriptions can be obtained from Tracy Kleparski tkleparski@parkland.edu, the Office of Student Life webpage www.parkland.edu/studentgovernment or the Student Life email at stulife@parkland.edu.

I, the undersigned, have completed this petition for the candidacy in the Student Government. I will abide by the procedures and policies of the Election Board and the decisions of the candidates meeting for this specific election.

Signed _____ Date _____

Telephone number _____

Email address _____

Candidate named on above Student Government petition will be reviewed for officer eligibility by the Dean of Students based on both academic and conduct standards.

Student's petition: Approved Not Approved

Signature _____ Date _____

Dr. Marietta Turner, Dean of Students

Return this petition to the Office of Student Life, U111, NO LATER THAN Wednesday, March 29th, 2023 by 5:00pm.

Received by _____ Date _____

CANDIDATE PLATFORM FOR STUDENT GOVERNMENT

Please write a brief essay on your interest in serving in Student Government. Be sure to include your qualifications, issues that are important to you, and what you would like to accomplish during your term.

This essay must be less than 300 words. Your essay will be posted on the Parkland College Student Government webpage and the election ballot EXACTLY as you have written it, so choose your words wisely and check for errors in spelling and grammar. **Please attach essay and send digital copy of your essay to tkleparski@parkland.edu.**

Full name as it will appear on the ballot:

Position running for:

Return to the **Application and Bios due to Coordinator of Student Life/SGA Advisor Tracy Kleparski** tkleparski@parkland.edu *(Photo-headshot for the webpage must be submitted with bio.) Due by Wednesday, March 29th, 2023 by 5:00pm.*

PETITION FOR STUDENT GOVERNMENT

Candidate's Name (*print*)

I am petitioning for the position of

Candidate's Name (*Signature*) _____

Candidate' Name (*print*) _____

Student Government Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apt./ Unit #	
City	State	Zip code	
Phone	E-mail Address		
Student ID #	Parkland College/High School Graduate GPA	Major	
Position Applying for (please circle) : <div style="display: flex; justify-content: space-around; margin-top: 5px;"> SGA Treasurer SGA Senator </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> SGA President SGA Vice President SGA Secretary </div>			

Please submit a personal statement along with a current resume. The personal statement must answer the following question: "What do you plan to contribute to the Student Government Association?"

EDUCATION			
High School		Address	
From	To	Did you graduate?	Degree
College		Address	
From	To	Did you graduate?	Degree
Other		Address	
From	To	Did you graduate?	Degree

DISCLAIMER AND SIGNATURE

- I understand that application for a position of Student Government Association requires a 2.0 GPA.
- I understand that this application must be completed in entirety, including application form, and personal statement.
- I certify that all my answers are true and complete to the best of my knowledge.
- If this application leads to Parkland College Student Government Association election or appointment, I understand that false or misleading information in my application or interview may result in my release.

Signature:

Date:

Please return application to the Office of Student Life U-111 attention Tracy Kleparski at email tkleparski@parkland.edu.