

**STUDENT GOVERNMENT ELECTION CHECKLIST
 IMPORTANT DATES FOR CANDIDATES
 Academic Year 2019-2020**

Task	Task Complete
Informational Meeting Thursday, March 7th 1:00pm U-114	
Informational Meeting Monday, March 11th at noon U-114	
Petitions and Bios due to Student Life in room U111 by 5:00 p.m. on Tuesday, March 26th 2019. <i>(Photos for the Prospectus newspaper will be taken when you drop off your petition.)</i>	
Campaigning may begin Wednesday, March 27 th , 2019. Please note all materials must be approved by Student Life	
Bios featured in the Prospectus April 3 rd , 2019.	
Elections held April 8 th -10 th , 2019.	

STUDENT GOVERNMENT ELECTIONS

Academic Year 2019-2020

Polls will be open in the Student Union on:

Monday, April 8th	10 am – 2 pm and 5 pm – 7 pm
Tuesday, April 9th	10 am – 2 pm and 5 pm – 7 pm
Wednesday, April 10th	10 am – 12:00 noon

JOB REQUIREMENTS Officers and Senators must be enrolled in not less than **eight (8) hours** with a grade point average of **not less than 2.0** (if previously enrolled at Parkland College) and be 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 insure 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:

- 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.

e. According to College policy the Student Trustee will:

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/PETITION Applications and petitions must be turned in to the Office of Student Life, U111, by 5:00pm, Tuesday, March 26th, 2019. *Photos for the Prospectus newspaper will be taken at the time you submit your application. Please dress and look appropriate.* Candidates who have submitted a completed petition and 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: Campaigning is permitted on campus. Candidates may request an instructor's permission to speak to classes. Campaigning and campaign materials must comply with policies concerning solicitation and the temporary sign policy as stated below.

Temporary Signs

- a. Must be approved by Student Life Office, U-111.
- b. Anything to be posted will be stamped/approved two weeks in advance of date brought in, i.e., the date on the flyer/poster will be the date the poster is to be removed.
- c. Must in good taste and in keeping with the college policies, i.e., alcohol and other drugs, cultural diversity, and state/federal laws, i.e., pornography.
- d. Content cannot advertise: alcohol; drugs; sleep or anti-sleep items; weight control "schemes"; "happy hours"; private "home" parties.
- e. Must be 11 x 17 or smaller.
- f. All other bulletin boards in the college are department bulletin boards and require each individualized departments permission to place advertisement on them.
- g. Postings are not allowed to be placed "around the college," i.e., tables, ledges, shelves, car windows, etc. without permission from Public Safety and/or Student Life.
- h. Pillar poster advertisement is for Parkland use only, is not for community or individual advertising, and must adhere to the Temporary Sign Policy.

APPROVAL OF CAMPAIGN MATERIAL: All campaign materials must be approved and posted by the Student Life Office, U111.

CAMPAIGN MATERIAL: Posters and campaign materials are prohibited on any surface other than mounted bulletin boards or wood posts (tacks, nails, or tape are NOT permitted on the wood posts).

Posters may NOT be placed on glass surfaces, vending machines, floors, ceilings or walls, or attached to wood post by tape.

Any materials not approved by the Student Life Office will be discarded immediately.

POLLS: Polls will be located in the Student Union. The polls will be operated by two (2) poll workers (preferred) assigned by the Election Board Chairperson. Candidates, write-in candidates, campaign managers, and supporters are prohibited from campaigning within thirty-five (35) feet of the voting booths.

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 Wednesday, April 10th, 2019. 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 15th, 2019 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 in the Office of Student Life, U111, or attend one of our two Informational meetings, or Student Government, U117. If there are any questions, please call the Office of Student Life at 351-2492, or Student Government at Parkland College at 351-2227.

Posters cannot be larger than 11"x17", nor smaller than 8"x10". Handouts, table tents and fliers may be smaller. A maximum of 8 posters will be allowed for each candidate.

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.

I, the undersigned candidate, have properly completed this petition and have fulfilled the requirements necessary for the office.

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 noon.

Tuesday, March 26th, 2019.

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 reprinted in the Parkland College student newspaper *Prospectus* 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 enewman@parkland.edu.**

Full name as it will appear on the ballot:

Position running for:

Return to the Student Life Office, U111, as soon as completed and no later than Tuesday, March 26th, 2019 by 5:00pm. (Photos accompanying your platform will appear in the Parkland College student newspaper "Prospectus". Photos will be taken when candidates' submit their petition on or by Tuesday, March 26th, 2019 by 5:00pm.)

PETITION FOR STUDENT GOVERNMENT

Candidate's Name (*print*)

I am petitioning for the position of

Information for the signer.

The signing of this petition does **NOT** obligate the signer to vote for this candidate in the election.

PLEASE SIGN YOUR *LEGAL SIGNATURE* – YOU MUST BE CURRENTLY ENROLLED AT PARKLAND COLLEGE

1. _____ (signature) _____ (print name)

2. _____ (signature) _____ (print name)

3. _____ (signature) _____ (print name)

4. _____ (signature) _____ (print name)

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23. _____ (signature) _____ (print name)

Candidate's Name (*print*) _____

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Candidate's Name (*print*) _____

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51. _____ (signature) _____ (print name)

Candidate's Name (*print*) _____

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55. _____ (signature) _____ (print name)

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57. _____ (signature) _____ (print name)

58. _____ (signature) _____ (print name)

59. _____ (signature) _____ (print name)

60. _____ (signature) _____ (print name)

CANDIDATE: Fifty (50) student signatures are required. There is space available for sixty (60) signatures to insure the petitioner against ineligible signatures.

Candidate's Name (*Signature*)

Candidate' Name (print)
