



**Student Government Association
Elections Packet for
Spring 2016 Senate Candidates**

The following statement must be signed prior to obtaining signatures for the election petition:

"I have carefully read the Seaver College of Pepperdine University Student Government Association Constitution and other distributed election materials and understand the election rules as stated therein."

Candidate's Signature

Date

Print Candidate's Full, Legal Name (First, MI, Last)

CWID #

Candidate's Name as Requested to Appear on the Official Ballot

Office the Candidate is Seeking

Candidate's Contact Phone Number

Candidate's Current Year in School: (circle one) First-Year Sophomore Junior Senior

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Election Packet

Thank you for your interest in the Student Government Association (SGA)! We appreciate that you have decided to run for Office. This packet will give you vital information regarding your campaign. All campaigns are subject to the same scrutiny under these rules and the responsibility of any campaign material or personnel connected to your campaign lies with the candidate.

Petition for Candidacy

In order to run for an elected position in SGA, you are required to submit a petition list of names supporting your candidacy. Petitions require a set number of signatures in order to qualify for a position on the ballot. Class Presidents must obtain signatures from 5% of their **class**. Class Presidents can **only** petition from students within their own class [as defined by credit] (Article VIII, Sec. E5). Class Senators must obtain signatures from 3% of their **class**. Class Senators can **only** petition from students within their own class [as defined by credit] (Article VIII, Sec. E6).

The petition signature requirements are as follows:

Office	# of Available Positions	# of Required Signatures
Senior Class President	1	36
Senior Class Senator	3	22
Junior Class President	1	33
Junior Class Senator	3	20
Sophomore Class President	1	33
Sophomore Class Senator	3	20

Procedures for Candidates Abroad

Candidates currently studying abroad are highly encouraged to run for Senate and Executive Board positions. The signatures obtained on the petition in the Election Packet from students who are part of the candidate's abroad program must be scanned and submitted by email by the Program Director, SGA Abroad Rep, or the Abroad Candidate themselves to SGA President at sgapres@pepperdine.edu. *Signatures can also be obtained from students on Pepperdine's Malibu Campus by someone other than the candidate his/herself.* These petitions must be brought to the Candidates Meeting on **Wednesday, March 16, 2016, at 9:00 AM P.S.T.**, or received by the SGA President at sgapres@pepperdine.edu before the Candidates Meeting. Packets received after this time will not be accepted.

Students abroad should follow the campaign guidelines given to all candidates as outlined in this packet, and are encouraged to utilize students on campus as well as social media outlets for campaigning.

Office Descriptions

For full information on each position, please refer to the Student Government Association Constitution (Article V). The SGA Constitution can be found online at <http://community.pepperdine.edu/seaver/studentactivities/sga/>.

Senate Powers, Role, & Responsibilities

- 1) All legislative power granted by the SGA Constitution rest with a legislative body to be known as the Senate.
- 2) The duties and responsibilities of the Senate shall include, but not be limited to, the following:
 - A. Enact legislation in the students' interests;
 - B. Issue statements expressing students' concerns to appropriate officials;
 - C. Adopt a budget for SGA at the beginning of each semester;
 - D. Approve the disbursement of SGA funds;
 - E. Execute the SGA Constitution and Bylaws;
 - F. Annually review the SGA Bylaws; and
 - G. The Senate shall have the power to fill vacancies in elected Offices that may occur during the academic year by appointing eligible students to vacant positions.

Class Officer Duties & Qualifications

- 1) Class Presidents
 - A. Representation
 - i. There shall be one Class President elected by and for each Class.
 - ii. The term of Office for the First-Year, Sophomore, Junior, and Senior Class Presidents shall be one academic year.
 - iii. The term shall commence upon the results of the election during the fall semester, and end on the last day of finals week of the spring semester.
 - B. Qualifications
 - i. Each Class President shall:
 - a. Be a member of his/her Class;
 - b. Be a full-time registered student at Seaver College; and
 - c. Not be on disciplinary or academic probation at the time of election or while holding Office.
 - C. Duties
 - i. The duties and responsibilities of each Class President shall include, but not limited to, the following:
 - a. Inform constituents of the affairs of SGA;
 - b. Present concerns of constituents;
 - c. Coordinate and host one Class Town Hall per semester, in cooperation with the Class Senators;
 - d. Draft and introduce legislation and at least one policy resolution per semester;
 - e. Serve a minimum of five hours per week during fall and spring semesters on SGA related matters, including all Senate, Class, and

committee meetings, which are to be reported to the Executive Vice President;

- f. Serve on at least one SGA committee, as appointed by the SGA President;
- g. Supervise the Senators of his/her class to ensure each Senator is fulfilling the required duties of Office;
- h. Prepare monthly reports of class activities and progress, which is to be submitted and reviewed by the Executive Vice President; and
- i. Carry out directives of the Senate and the Executive Board.

2) Class Senators

A. Representation

- i. Senators shall be elected by and for each Class.
- ii. For the purposes of this Constitution “Class” shall refer to a student’s standing according to the number of units completed as determined by the standards of Seaver College.
 - a. Should a student wish to be considered a member of his/her Class according to year of attendance rather than academic credit, for participation in elections or SGA sponsored activities, s/he must obtain approval from the Executive Board or General Judicial Council Chair.
 - b. Students may only be considered members of one Class, either by credit or by year.
- iii. There shall be three Senators per Class.
- iv. The term of Office for the Class Senators shall be one academic year.
 - a. The term shall commence upon the results of the election during the fall semester, and end on the last day of finals week of the spring semester.

B. Qualifications

- i. Each Senator shall:
 - a. Be a member of his/her Class;
 - b. Be a registered student at Seaver College; and
 - c. Not be on disciplinary or academic probation at the time of election or while holding Office.

C. Duties

- i. The duties and responsibilities of Senators shall include, but not limited to, the following:
 - a. Inform constituents of the affairs of SGA;
 - b. Present concerns of constituents;
 - c. Coordinate and host one Class Town Hall per semester;
 - d. Draft and introduce legislation and at least one policy resolution per semester;
 - e. Assist their Class President in the execution of his/her duties;
 - f. Serve a minimum of five hours per week during fall and spring semesters on SGA related matters, including all Senate, Class, and committee meetings, which are to be reported to the Executive Vice President;
 - g. Report to the respective Class President on all official matters of the

Senate and Class business;

- h. Serve on at least one SGA committee, as appointed by the SGA President; and
- i. Carry out directives of the Senate, Executive Board, and respective Class President.

Senate Procedures & Requirements

- 1) Except as provided for in this Constitution or in the Bylaws, all meetings of the Senate shall be governed by Robert's Rules of Order, Newly Revised.
- 2) Before assuming Office each member shall take the following oath of allegiance:
I do solemnly affirm that I will faithfully execute the duties of the Office to which I have been elected/appointed, and will to the best of my ability, uphold the Constitution of Seaver College of Pepperdine University Student Government Association, so help me God.
- 3) No voting member of the Senate, Officer, or Director shall hold or run for more than one position at a time.
 - A. Each voting member of the Senate shall be allowed only one vote in the Senate;
 - B. No voting member may delegate his/her vote to another member.
- 4) Senate Meetings
 - A. The Executive Board shall create and submit a list of mandatory meetings and events prior to the first meeting of the semester.
 - B. The Senate shall meet once a week while classes are in session.
 - C. A majority of the voting members of the Senate shall constitute a quorum.
- 5) Attendance Requirement for Senate and Class Meetings
 - A. No member of the Senate shall be allowed to miss more than two Senate meetings per semester, without documentation of unforeseen, verifiable emergencies.
 - B. Should a member of the Senate miss three meetings, the General Judicial Council shall convene to determine appropriate sanction.
 - C. No member of the Senate shall be allowed to miss more than two Class meetings per semester, without documentation of unforeseen, verifiable emergencies.
 - i. Tardy Policy
 - a. Tardies shall be defined as missing at least ten minutes of a Senate or Class meeting.
 - b. Two tardies shall constitute an absence.

Candidate Profiles

In addition to the petition, candidates must submit a typed profile via email to the SGA President at sgapres@pepperdine.edu. The following must be included in its entirety for submitted candidate profiles by the Candidates Meeting or it will not be posted:

- Candidate's Name (as it will appear on the ballot)
- Desired Position
- Platform Statement (200 words or less)
- Small Profile Picture (.jpg format)

Petitions and profiles will be due on **Wednesday, March 16, 2016**, at the beginning of the Candidates Meeting. In order to be on the ballot, the candidate must be present at the Candidates Meeting on **Wednesday, March 16, 2016 at 9:00 AM P.S.T., in the Thornton (TAC) Lobby Conference Room (1st Floor)**. Campaigning will commence immediately following the Candidates Meeting.

Campaigning

1. All candidates must comply with the Election Rules as stated in the SGA Constitution (Article VIII) and in all distributed elections materials.
2. The SGA President or General Judicial Council Chair must approve all campaign materials, including electronic media and advertisements, such as, but not limited to, Facebook, Twitter, YouTube, Instagram, Digital Signage, and the online edition of *The Graphic*.
3. After receiving approval from the SGA GJC Chair, all printed campaign materials must be approved by Student Activities, which is obtainable at the HAWC Front Desk.
4. Banners can only be placed on designated walls. Flyers & poster, upon approval, can be placed on the various Student Activities bulletin boards. Any campaign materials posted outside the designated areas **will be subject to fine**.
 - a. In Adamson Plaza candidates will be limited to twenty posters and one banner. Posters are no larger than 12 x 18 inches. Banners are larger than 12 x 18 inches.
5. A list of the designated areas for banners/flyers/posters can be given out to candidates from any member of the SGA E-Board or the SGA General Judicial Council Chair.
6. Candidates may not reserve, nor paint The Rock of Adamson Plaza or Delores of Adamson Plaza.
7. Mass e-mailing is **prohibited**.
8. On-campus mailboxes cannot be used for the distribution of campaign materials.
9. Campaign materials may not directly name or depict other SGA candidates, including, but not limited to photographs, pictures, caricatures, artist renderings, and drawings.
10. No single campaign can exceed a retail value of \$200.00 (including funds raised through donations or personal contributions spent).
11. There is no active campaigning while polls are open. Active campaigning is direct contact or outreach regarding the election to a perspective voter.
12. You may not use chalk on any surface.
13. Any action deemed inappropriate by the General Judicial Council may be punishable by fine, removal from the election, or other sanction by a majority vote of the council.

Elections

Elections will be held for 24-hours, beginning at **8:00 AM on Wednesday, March 23 until 8:00 AM on Thursday, March 24, 2016**. Voting will be conducted online via electronic ballot. Ballots will be sent to students' Pepperdine e-mail account. If Run-off Elections are required, voting will be conducted in the same format beginning at 8:00 AM on Wednesday, March 30, 2016 until 8:00 AM on Thursday, March 31, 2016.

Post Elections Procedures

1. Election challenges must be filed with the SGA President within two (2) business days after the election. Only candidates of the Office in question can submit election challenges. The SGA President shall follow the procedures within the SGA Constitution. (Art. VIII, Sec. J).
2. All campaign materials must be removed within 24 hours after voting has closed. Failure to do so will result in a violation of the advertising policy.

Successful Candidates

If the candidate is elected to Office, s/he is required to attend the following SGA events:

1. Senate's Fall Retreat begins at 5:00 PM on Friday, September 16 and concludes at 5:00 PM on Sunday, September 18, 2016.

Election Packet must be submitted in its entirety before the posted deadline and obtain a pass to the Candidates Meeting. Students will be notified of their eligibility for candidacy, following an official review of the candidate's Election Packet and clearance from the Judicial Affairs Office (Student Discipline Committee).

Campaign Material Approval Form

This form is only used for campaign items that cannot be stamped, and must be signed by the SGA President or General Judicial Council Chair before the campaign item may be used.

Candidate's Name: _____

Position Campaigning for: _____

Campaign Item you are requesting to use: _____

Explanation of how you will use this item: _____

***** OFFICE USE ONLY *****

Approved by: _____ Position: _____

Signature: _____ Date: _____

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Candidate: _____ Position: _____

Signature	CWID #	Signature	CWID #
1		21	
2		22	
3		23	
4		24	
5		25	
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20		40	