



Student Government Association Election Packet for the 2021-2022 Executive Board Candidates

Election Information 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. Each candidate for an Executive Office must obtain the signatures of 5% of the student body (Article VIII, Sec. E5).

The petition signature requirements are as follows:

| Office | # of Required Signatures |
|--------------------------------------|---------------------------------|
| SGA President | 163 |
| SGA Executive Vice President | 163 |
| SGA Vice President of Administration | 163 |
| SGA Vice President of Finance | 163 |

Obtaining Signatures

You will obtain signatures through a google form. SGA Vice President of Administration will create your individualized google form, send you your personal link, and share a view only copy of the signature responses. See the below steps to obtaining signatures:

1. **Email:** SGA VP of Admin, sgaadminvp@pepperdine.edu
 - a. Subject Line: SGA Signature Petition
 - b. Include your Name (as you want it to appear on your form), CWID, phone number, desired position, and your statement (see below #3a Collect Signatures)

2. **Receive Individualized Link:** Within 24 hours (excluding Saturday/Sunday), SGA VP of Admin will send you your personalized google form link and view-only copy of the responses so you can track how many signatures you have.
3. **Collect Signatures:** You must use the below statement to collect signatures:
 - a. “Hi, my name is (name) and I’m running for SGA (position) . **ONE ADDITIONAL SENTENCE ABOUT YOURSELF/WHY YOU WANT TO RUN.** If you’d like to support my ability to run for this position, please sign my petition for candidacy form through this (link) . This does not mean you are voting for me, and you can sign as many campaign forms as you want. Thank you for considering supporting me.”
 - b. Approved methods of communication for obtaining signatures include emails, phone calls, zoom meetings, Direct Message, Facebook messenger, and text messages.
 - i. NO mass communication (ie: All students; all students in Freshman Class)
 - ii. You can contact up to 20 students in one message
 - iii. You may respond if someone has a follow up question
 - iv. No public posting in Facebook Groups or personal social media pages, all contact must be direct from you to another student
 - v. You are permitted to share you are running in your classes or group meetings, but you must *reach out directly* to send your link
 - vi. Other people may not post or send this link for you
 - c. Students must fill out your Petition for Candidacy form for themselves using their Pepperdine email. No one (including you) should fill out the form on their behalf

Officer 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:

https://community.pepperdine.edu/seaver/studentactivities/content/sga/sga_constitution_spring2020.pdf

Executive Powers & Role

- 1) All executive powers granted by the SGA Constitution rest with a body known as the Executive Board.
- 2) The Executive Board of SGA shall be composed of the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
- 3) The Executive Board shall have the following duties and responsibilities:
 - A. Conduct the business of SGA during the summer terms;
 - B. Disburse funds in the absence of a fully elected Senate;
 - C. Allocate funds in the absence of a quorum within the Senate meetings;
 - D. Propose agenda items for the Senate meetings;
 - E. Propose legislation; and
 - F. Meet at the request of the SGA President, or a majority of its members.
- 4) By a unanimous decision, the SGA Executive Board may veto any proposed policy resolution, funding request, or constitutional amendment that is passed by the Senate

- A. A two-thirds majority of the Senate would be required to overturn the Executive Board's veto
- 5) Powers not delegated to the Senate or standing committees by the Constitution, nor prohibited by it to the Executive Board, are reserved to the Executive Board.

Executive Officer Duties & Responsibilities

- 1) The Officers of the SGA shall be the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
- 2) Duties and Responsibilities
 - A. The SGA President shall have the following duties and responsibilities:
 - i. Serve as the Chief Executive Officer of SGA;
 - ii. Chair all meetings of the Senate and of the Executive Board;
 - iii. Serve as an ex-officio member of all SGA committees;
 - iv. Appoint and remove committee chairs;
 - v. Nominate standing committee chairs;
 - vi. Appoint all Senators to serve on at least one SGA committee;
 - vii. Create and dissolve committees with the approval of the Senate;
 - viii. Call special sessions of the Senate;
 - ix. Call special meetings of a committee;
 - x. Enforce legislation;
 - xi. Serve as official spokesperson of SGA;
 - xii. Issue a report to the University at the end of his/her term concerning the state of SGA;
 - xiii. Determine the time and place for all meetings of the Senate and Executive Board;
 - xiv. Maintain a minimum of five posted office hours per week, during fall and spring semester;
 - xv. Carry out directives of the Senate;
 - xvi. Perform all other duties devolving from the Office; and
 - xvii. Notify the Executive Vice President in the case of inability to fulfill any of the above duties
 - B. The Executive Vice President shall have the following duties and responsibilities:
 - i. Serve as the Chief Operations Officer and Chief Marketing Officer of SGA;
 - ii. Serve as Sergeant-at-Arms of the Senate;
 - iii. Collect monthly reports from all Class Presidents;
 - iv. Schedule and lead at least two meetings per semester with all Class Presidents;
 - v. Draft and submit all official SGA Monthly and Annual Reports to the SGA Advisor;
 - vi. Initiate and oversee the review of the SGA Constitution and Bylaws, in cooperation with the General Judicial Council;
 - vii. Maintain a minimum of five posted office hours per week, during fall and spring semester;

- viii. Carry out directives of both the Senate and the SGA President;
 - ix. Assume the duties and responsibilities of the SGA President when s/he is unable to do so; and
 - x. In the event that the Office of SGA President, the Executive Vice President shall act as the SGA President until the position is filled
 - a. With the help of the Executive Board, the Executive Vice President shall appoint and confirm an SGA President;
 - b. Should the executive Vice President wish to assume the position of SGA President, the Executive Board may appoint and confirm him/her;
 - c. In the case that the Executive Vice President fills the position of SGA President, the Executive Board shall then appoint and confirm a permanent replacement to fill the Executive Vice President position.
- C. The Vice President of Administration shall have the following duties and responsibilities:
- i. Serve as the Chief Administrative Officer, Chief Information Officer, and Chief Technology Officer of SGA;
 - ii. Take complete and accurate minutes of all Senate and Executive Board meetings;
 - iii. Publish and distribute minutes of the Senate within twenty-four hours of meeting;
 - iv. Maintain the roll of all meetings of the Senate;
 - v. Supervise any roll call vote taken at meetings of the Senate;
 - vi. Notify Senate members of the time and place of all Senate meetings;
 - vii. Be responsible for monitoring the implementation of SGA resolutions;
 - viii. Maintain a record of all resolutions passed by the Senate;
 - a. This record shall be presented to the Senate at the end of the semester, and passed on to the incoming Vice President of Administration.
 - ix. Prepare the agenda for all Senate and Executive Board meetings;
 - x. Make room preparations for all Senate meetings;
 - xi. Formulate and publicize an official calendar of events relating to SGA activities;
 - xii. Manage and maintain the SGA Office;
 - xiii. Maintain all SGA email accounts and phone lines;
 - xiv. Hire and terminate office workers with the approval of the Executive Board;
 - xv. Maintain a minimum of five posted office hours per week, during fall and spring semester;
 - xvi. Carry out directives of both the Senate and SGA President; and
 - xvii. Become acting Executive Vice President, should the Office be vacated, until the Senate appoints and confirms a permanent replacement to the Office of Executive Vice President.

- a. Continue to carry out the duties and responsibilities of Vice President of Administration.
- D. The Vice President of Finance shall have the following duties and responsibilities:
 - i. Serve as the Chief Financial Officer and Chief Business Officer of SGA;
 - ii. Formulate a budget for SGA at the beginning of each semester;
 - iii. Disburse all SGA funds, as approved by the Senate or Executive Board;
 - iv. Manage and account for any credit cards issued to SGA;
 - v. Keep accurate, up-to-date records of all SGA financial affairs;
 - vi. Prepare and present a weekly report to the Senate of both disbursed and available funds;
 - vii. Supply the SGA President with a weekly statement of all financial transactions;
 - viii. Oversee all financial activities of SGA;
 - ix. Oversee all SGA discount programs;
 - x. Maintain a minimum of five posted office hours per week, during fall and spring semester;
 - xi. Carry out directives of both the Senate and the SGA President; and
 - xii. Become acting Vice President of Administration, should the Office be vacated, until the Senate appoints and confirms a permanent replacement to the Office of Vice President of Administration.
 - a. Continue to carry out the duties and responsibilities of Vice President of Finance.

Executive Qualifications & Terms

Qualifications

1) Qualifications

- A. The following shall be the qualifications for SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance:
 - i. Shall have completed forty-eight undergraduate units upon taking Office;
 - ii. Shall have been a full-time student at Seaver College at least four semesters prior to taking Office;
 - 1. If he/she is a transfer student wishing to serve as SGA Executive Vice President, Vice President of Administration, or Vice President of Finance, he/she shall have been a full-time student at Seaver College at least two semesters prior to taking Office;
 - iii. Remain a registered student of Seaver College while in Office; and
 - iv. Shall not be on academic or disciplinary probation at the time of election or while holding Office.
 - v. No Officer shall hold or run for more than one Office at a time.

2) Term of Office

- A. The term of Office for the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance shall be one year.

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) Each voting member of the Senate shall be allowed only one vote in the Senate,
- 3) No voting member may delegate his/her vote to another member.
- 4) The SGA President shall vote only at such times as his/her vote shall affect the outcome.
- 5) Absences
 - a. The Executive Board shall create and submit a list of mandatory meetings and events prior to the first meeting of the semester.
 - b. No member of the Senate shall be allowed to miss more than two Senate meetings per semester, without documentation of unforeseen, verifiable emergencies.
 - c. Should a member of the Senate miss three meetings, the General Judicial Council shall convene to determine appropriate sanction.
 - d. No member of the Senate shall be allowed to miss more than two Class meetings per semester, without documentation of unforeseen, verifiable emergencies.
- 6) Tardy Policy
 - a. Tardies shall be defined as missing a minimum of five minutes and not to exceed twenty minutes of a Senate meeting.
 - b. Two tardies shall constitute an absence.
 - c. A tardy exceeding twenty minutes will constitute an absence.
- 7) The Senate shall meet once a week while classes are in session.
 - a. By unanimous vote the Executive Board may cancel meetings of the Senate.
- 8) A majority of the voting members of the Senate shall constitute a quorum.
- 9) All meetings of the Senate shall be chaired by the SGA President.
 - a. Should the SGA President be unable to chair a meeting of the Senate then the role of
- 10) Chair for that meeting shall be assumed by the Executive Vice President, Vice President of Administration, or Vice President of Finance, in that order.
 - a. Should all members of the Executive Board be unable to chair a meeting of the Senate then the role of Chair for that meeting shall be assumed by the General Judicial Council Chair
- 11) 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.

Elections Form and Candidate Profiles

In addition to the Petition for Candidacy form with signatures, candidates must also complete the [Election Candidate 2021-2022 Executive Board](#) google form which can also be found on the [SGA Community Page](#). This form will collect your contact information, name as it should appear on the ballot, desired position, platform statement (200 words or less) and small profile picture (.jpg format).

Petitions and profiles google forms are due on **Wednesday, April 14, 2021**, 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, April 14 at 9:00 AM P.D.T., on Zoom**. Campaigning will commence immediately following the Candidates Meeting. If you are unable to attend the Candidates meeting because of class obligations, email the SGA Vice President of Administration, Addison Hardin at sgaadminvp@pepperdine.edu at least 24 hours prior to the meeting (Tuesday, April 14 at 9 AM P.D.T).

Campaigning

1. All candidates must comply with the Election Rules as stated in the SGA Constitution (Article VIII) and in this packet. Please note: Due to remote learning, some Election Rules may be slightly different than stated in the Constitution. Those differences are outlined in this packet.
2. **All candidates for Executive Board positions must schedule a time to meet with a member of the SGA Executive Board in order to run for office**
 - a. If you are running for SGA President, email brittany.skinner@pepperdine.edu.
 - b. If you are running for SGA Executive Vice President, email sgaexecvp@pepperdine.edu.
 - c. If you are running for SGA Vice President of Administration, email sgaadminvp@pepperdine.edu.
 - d. If you are running for SGA Vice President of Finance, email sgafinancevp@pepperdine.edu.
 - e. The time of the meeting is at the discretion of SGA Executive Board or Advisor and should be done before the Candidate's Meeting.
 - f. Candidates will not have any campaign materials approved prior to completion of this meeting.
 - g. Failure to do so will result in a candidate's ineligibility to run for office.
3. All campaigning for the 2021-2022 Elections will be virtual. No in-person campaigning.
 - a. There will be no physical campaign materials allowed in this year's SGA elections. If you live on campus or in Malibu, you may NOT post physical campaign materials (posters, fliers) to any locations on campus (including housing areas or common spaces) or in local areas.
4. The SGA VP of Admin or SGA Executive VP must approve all campaign materials, including electronic media and advertisements, such as, but not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat, Digital Signage, and the online edition of *The Graphic*.
 - a. You must email sgaadminvp@pepperdine.edu and sgaexecvp@pepperdine.edu to receive approval on campaign materials.
5. Approved online materials should tag SGA, in any and all uses of pre-approved materials to constitute approval and oversight.
 - a. Pepperdine SGA (FB); @pepperdinesga (IG)
6. Mass emailing is **prohibited**; on-campus mailboxes cannot be used for the distribution of campaign materials.
7. Campaign materials may not directly or indirectly name or depict other SGA candidates, including, but not limited to photographs, pictures, caricatures, artist renderings, and drawings, without their consent.

8. No single campaign can exceed a **retail value of \$200.00** including funds raised through donations or personal contributions spent. Receipts must be sent to the SGA Vice President of Administration **before** polls open at 8 AM on April 21, 2021.
9. There is no active campaigning while polls are open. Active campaigning is direct contact or outreach regarding the election to a prospective voter
 - a. No campaign materials may be posted on social media when polls are open. All social media stories and posts must be posted 24 hours before Elections open (or stories can be deleted by 7:59 AM (PDT) on Election day).
 - b. No group messages, social media messages, or any other electronic communication with any prospective voter is allowed.
 - c. Student Activities will provide a statement for all candidates that can be used on social media for the 24 hours the polls are open.
10. Any action deemed inappropriate by the SGA General Judicial Chair 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 Wednesday, **April 21 at 8 AM until Thursday, April 22 at 8 AM (P.D.T.)**. Voting will be conducted online via electronic ballot. Ballots will be made available through Peppervine and a notification will be sent to each student's email. If Run-off Elections are required, voting will be conducted in the same format beginning at 8 AM on Wednesday, April 28 , 2021 until 8 AM on Thursday, April 29 2021 at 8 AM.

Post Elections Procedures

1. Election challenges must be filed with the SGA Vice President of Administration within two (2) business days after the election. Only candidates of the Office in question can submit election challenges. The SGA General Judicial Chair 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, they are required to plan and attend the SGA Senate Retreat, which is tentatively scheduled for **Friday, August 24 - Sunday, August 26**. A final decision regarding the dates and times will be determined by the elected executive board.

Election Petitions and Profiles google forms must be submitted before the posted deadline. Students will be notified of their eligibility for candidacy, following an official review of their forms and clearance from the Community Standards Office (Student Discipline Committee).