



**Student Government Association
Elections Packet for
Spring 2015 Executive Board 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 understand the election rules as stated therein."

X _____
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. Each candidate for an Executive Office must obtain the signatures of 5 percent of the student body (Article VIII, Sec. E5).

The petition signature requirements are as follows:

Office	# of Required Signatures
SGA President	160
SGA Executive Vice President	160
SGA Vice President of Administration	160
SGA Vice President of Finance	160

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 our General Judicial Council Chair, Cassandra Rodriguez, at Cassandra.Rodriguez@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 18, 2015, at 9:00 a.m. P.S.T.**, or received by the SGA Vice President of Administration via email 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.

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 <http://community.pepperdine.edu/seaver/studentactivities/sga/>

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) 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 of SGA's committees;
 - 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 SGA 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. Assume the Office of SGA President, should the Office be vacated.
- 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 a special election is held to fill the Office.
- 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 a special election is held to fill the Office.

Executive Qualifications & Terms

1) Qualifications

- A. The following shall be the qualifications for SGA President and Executive Vice President:
- i. Be in the process of completing a minimum of forty-eight total undergraduate units at the time of election;
 - ii. Shall have completed forty-eight undergraduate units upon taking Office;
 - iii. Shall have been a full-time student at Seaver College at least four semesters prior to taking Office;
 - iv. Remain a registered student of Seaver College while in Office; and
 - v. Shall not be on academic or disciplinary probation at the time of election or while holding Office.
- B. The following shall be the qualifications for Vice President of Administration and Vice President of Finance:
- i. Be in the process of completing a minimum of twenty-four total undergraduate units at the time of election;
 - ii. Shall have completed twenty-four undergraduate units upon taking Office;
 - iii. Shall have been a full-time student at Seaver College at least two semesters prior to taking Office;
 - iv. Remain a registered student of Seaver College while in Office; and

- v. Shall not be on academic or disciplinary probation at the time of election or while holding Office.
 - C. No Officer shall hold or run for more than one Office at a time.
 - D. Members of the Executive Board must return to campus at least two weeks prior to the beginning of the fall semester.
- 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.
 - B. The term shall commence on the first Monday after the end of finals week of the spring semester.

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 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.
 - 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 Vice President at Administration at SGAAdminVP@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 18, 2015**, 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 18, 2015 at 9:00 a.m. 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 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, Chapel Slides, Digital Signage, and the online edition of *The Graphic*.
3. After receiving approval from the SGA Executive Board, all printed campaign materials must be approved by Student Activities, which is obtainable at the HAWC Front Desk.
4. Candidates **may not** post flyers in any Residential Community according to the rules and regulations of Housing and Residence Life unless they receive approval by a Resident Advisor of each building/living area.
5. 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**.
6. 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.
7. Candidates may not reserve, nor paint The Rock or Dolores of Adamson Plaza.
8. Mass e-mailing is **prohibited**.
9. On-campus mailboxes cannot be used for the distribution of campaign materials.
10. Campaign materials may not directly name or depict other SGA candidates, including, but not limited to photographs, pictures, caricatures, artist renderings, and drawings.
11. No single campaign can exceed a **retail value of \$200.00** (including funds raised through donations or personal contributions spent).
12. There is no active campaigning within fifty (50) feet of the ballot box/voting table/other voter's computers.
13. You may not use chalk on any surface.
14. Any action deemed inappropriate by the SGA President or General Judicial Council Chair may be punishable by fine, removal from the election, or other sanction.

Elections

Elections will be held for 24-hours, beginning at **8:00 a.m. P.S.T. on Wednesday, March 25, 2015, until 8:00 a.m. P.S.T. on Thursday, March 26, 2015**. 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 a.m. on Wednesday, April 1, 2015 until 8:00 a.m. on Thursday, April 2, 2015.

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 and a fine.

Successful Candidates

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

1. A meet-and-greet with the Dean of Student Affairs, Associate Dean of Student Affairs, SGA Advisor, and SGA executives, prior to Summer Break 2015.
2. An individual meeting with the SGA Advisor to orientate each SGA executive on University policy and departmental procedure, prior to Summer Break 2015.
3. An individual meeting with each SGA executive's predecessor to ensure a seamless transition of authority and job responsibilities, prior to Summer Break 2015.
4. SGA Executive Board Training, which begins at 8:00 a.m. on Monday, August 17 and concludes at 11:45 p.m. on Saturday, August 29, 2015.
5. Senate's Fall Retreat, which is tentatively scheduled to begin at 5:00 p.m. on Friday, September 18 and conclude at 5:00 p.m. on Sunday, September 20, 2015.

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).

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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		20	
2		21	
3		22	
4		23	
5		24	
6		25	
7		26	
8		27	
9		28	
10		29	
11		30	
12		31	
13		32	
14		33	
15		34	
16		35	
17		36	
18		37	
19		38	

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Candidate: _____ Position: _____

Signature	CWID #	Signature	CWID #
39		58	
40		59	
41		60	
42		61	
43		62	
44		63	
45		64	
46		65	
47		66	
48		67	
49		68	
50		69	
51		70	
52		71	
53		72	
54		73	
55		74	
56		75	
57		76	

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Candidate: _____ Position: _____

Signature	CWID #	Signature	CWID #
77		96	
78		97	
79		98	
80		99	
81		100	
82		101	
83		102	
84		103	
85		104	
86		105	
87		106	
88		107	
89		108	
90		109	
91		110	
92		111	
93		112	
94		113	
95		114	

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Candidate: _____ Position: _____

Signature	CWID #	Signature	CWID #
115		134	
116		135	
117		136	
118		137	
119		138	
120		139	
121		140	
122		141	
123		142	
124		143	
125		144	
126		145	
127		146	
128		147	
129		148	
130		149	
131		150	
132		151	
133		152	

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Candidate: _____ Position: _____

Signature	CWID #	Signature	CWID #
153		172	
154		173	
155		174	
156		175	
157		176	
158		177	
159		178	
160		179	
161		180	
162		181	
163		182	
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168		187	
169		188	
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171		190	