WILLIAM RAINEY HARPER COLLEGE
Division of Student Engagement • Student Engagement (SE)

SPRING 2024 STUDENT BODY ELECTIONS
CANDIDATE INFORMATION GUIDE
STUDENT GOVERNMENT ASSOCIATION

2/19/2024

A. ELECTION PROCEDURES

1. Student Engagement (SE) is responsible for overseeing all election procedures, but may delegate responsibilities to a Student Board of Elections (SBE)

2. The SBE will be comprised of at least three (3) students at-large selected by SE. Members of the SBE may not be candidates or current members of the Student Government Association (SGA). The SBE is responsible for overseeing election procedures as delegated by SE.

3. Other than as outlined in these procedures, any questions of interpretation of application of the election procedures shall be referred to the Associate Dean of Students or their designee for final determination. Please email engage@harpercollege.edu.

4. Each student who desires to run for any of the open positions to be filled by election (Student Trustee or SGA Officer positions) shall be required to: complete and submit a Candidate Application, which consists of a *Declaration of Candidacy* form and Nomination Petition, provide a picture to be used in publication materials by SE to promote their candidacy, and participate in a *Hawk Talk* video recording. The *Declaration of Candidacy* form will state a candidate's intention to run for one of the open positions; forms and relevant dates are available in the official elections packet.

5. A candidate statement is required as part of the *Declaration of* Candidacy. and should be attached to and submitted with the *Declaration of Candidacy* form. Candidate statements may be published by SE on the Harper College website and related social media sites, on flyers, in the *Harbinger Online,* and on other materials as deemed appropriate by SE and SBE, in an attempt to increase voter interest, education, and participation in the election process. Each candidate statement will be published "as is" and will not be edited or altered by SE or SBE. Candidate Statements containing any hate speech, slurs, or language inciting violence will not be accepted, and that candidate will be referred to the Student Conduct Officer.

6. Each candidate running for an elected position will be evaluated to ensure that they meet the Grade Point Average (GPA) and Course Credit requirements of the role they are running for, and that they are in good standing with Harper College.

7. A candidate's position on the ballot will be determined by the date and time that a completed *Declaration of Candidacy* form, petition, and statement for a qualified candidate is received by SE with the candidate who submitted all completed information first being listed first, by lottery, or by another means to ensure fairness as designated by SE and SBE.

8. A candidate who wishes to withdraw from the election process must submit a withdrawal request in writing to the Associate Dean of Students or their designee. Please email engage@harpercollege.edu

9. A student may run for only one open position at a time. Due to a conflict of interest, students are not permitted to serve as both Student Trustee and SGA officer. Due to a potential conflict of interest, students

are advised against serving as Student Trustee/SGA Officer and an executive-board position in another registered student organization at Harper College.

B. **CAMPAIGNING**

1. Candidates are encouraged to engage in active and positive campaigning for themselves, whether running opposed or not, to promote high voter turnout. Candidates are discouraged from negative campaigning about others. If candidates solicit assistance from others for their campaigns, it is the responsibility of the candidate to ensure those individuals understand the campaign guidelines.

2. Campaigning may begin only after a candidate completes and submits a *Declaration of Candidacy* form packet, attends a mandatory Candidate Information/Photo Session, and after April 1st, 2024. <u>Campaign materials and activities, including any social media posting regarding the election, are not allowed prior to the designated, published campaign start date.</u>

3. Candidates for all positions will have an opportunity to speak publicly with the community by participating in *Hawk Talk*, a video recording conducted by SE and posted to social media and the voting platform. During the Hawk Talk recording, candidates will have up to two (2) minutes to speak on their platform.

4. All campaign-related activity must end by 11:59pm on Friday, April 5th. Candidates are asked to remove any on campus materials and properly dispose of them (recycle) on the same date.

5. On the days when elections are open online (Monday, April 8th through Thursday, April 11th), candidates may not have any campaign materials in the computer bank areas anywhere on campus (library, Megalabs, or other computer workstation areas). Candidates may not campaign in those areas but are not prohibited from being in those areas if they have a legitimate student need to use the computer workstations.

6. Campaigning and campaign materials may not violate the Student Code of Conduct, the guidance provided in this document, or any other direction issued by SE or SBE. Permitted forms of campaigning include:
   • Verbal announcements made in-class (with instructor's permission);
   • Posters/flyers for posting on authorized campus electronic sites and campus bulletin boards, tack strips, or kiosk sides (see SE policy), where materials are limited to no more than one promotional item per location (or per kiosk side);
   • Personal introductions to students, asking for their votes;
   • Offering interviews to the *Harbinger Online* or WHCM Radio (see broadcast policies);
   • Participation in the *Hawk Talk* video recording; or
   • Tabling or staffing information tables, which can be reserved in accordance with the Distribution of Literature policy (see SE for details and to request one [1] table reservation at a time, with plenty of advance notice).

7. Individual campaign materials should not exceed 11" × 17" and may only be posted in designated posting areas with masking tape and tacks. Flyers or handouts may be distributed, but cannot be posted anywhere except in designated areas. Refer to SE posting guidelines for more details. Campaign materials which do not comply with these procedures may be removed by SE staff, the SBE, their designee(s), and are subject to a campaigning violation review.

8. Any other unapproved form of campaigning may constitute a violation of these procedures and/or the Student Code of Conduct. As SE recognizes that there can be new, creative ways to campaign, individual candidates may seek permission in writing in advance through the Associate Dean of Students or their designee(s). Please email engage@harpercollege.edu.
   Examples of inappropriate/not-permitted campaigning include, but are not limited to:

- Posting campaign materials in non-designated areas, including classroom boards;
- Leaving flyers or leaflets on cars;
- Covering or taking down other candidates' flyers, posters, or other materials;
- Covering or taking down other postings or other materials already posted on a posting site;
- Leaving campaign or publicity materials in the library or computer labs or other common spaces on campus, including classrooms and offices;
- Using materials that may damage College property (i.e., stickers on walls or on other items of College property);
- Announcements on classroom writing boards, Blackboard, or other misuse of College resources, including but not limited to the use of a departmental computer or office to generate campaign-related materials or messages, using a club or student organization website to promote one's candidacy, or having campaign meetings in the SGA office;
- Directly approaching students and asking them to vote on a personal device in your presence;
- Providing false information about other candidates;
- Distribution of food/candy;
- Placing campaign materials in display racks or on information tables on campus; or
- Chalking outdoor sidewalks or other paved areas

9. Violation of any election procedure, the Student Code of Conduct, or direction/guidance from SE while campaigning is subject to student-conduct review, as well as review/action by the SBE, which may result in disqualification from the election process. This is true whether a candidate is running opposed or unopposed.

10. The SBE Committee may be approached for clarification on guidelines. Candidates may not engage, bribe, or otherwise influence SBE members. SBE members are provided with these guidelines and can monitor various areas of campus through the campaign/election period.

11. Additional campaign guidelines may be issued by SE or SBE. Candidates should check their Harper e-mail accounts once daily during the campaign/election period to ensure timely receipt of relevant guidelines or other campaign/election-related information.

C. VOTING REGULATIONS & SCHEDULE

1. All Harper College students currently enrolled in a credit course and with a valid Harper ID number ("H#") are allowed to vote once.

2. Voting will take place online, via the Student Portal over a designated period, with the business day following the close of elections used to investigate any written complaints, problems, or challenges to the campaign or election process.

3. Write-in votes are not permitted.

4. A candidate will be elected to a particular position upon receiving the plurality of the votes cast for that particular position, pending no violations that warrant that candidate's disqualification.

5. In case of a tie, a one-day runoff election may be conducted within a period of 10 school days, or the tie may be broken by a coin toss at the discretion of the SBE.

D. ELECTION COMPLAINTS & VALIDATION OF ELECTION RESULTS

1. A complaint about any aspect of the election process must be submitted formally to SE on a Complaint form (available via engage@harpercollege.edu) within 24 hours of the event in question and no later than 9:00am on the day after the closing of the polls. The SBE shall review the validity of each complaint and make the determination of the handling of the complaint. Disqualification from the election can occur with a majority vote of the SBE. All SBE decisions are subject to review by the Associate Dean of Students. If needed, appeals of complaint resolutions can be made within 48 hours to the Dean of Students for a final decision. Complaints may be forwarded on for student-conduct action, if appropriate.

2. Election results must be validated by SE and the SBE and are subject to final review and certification by the Provost of the College.

3. Candidates who were elected to their respective positions will be announced by SE on the Friday after the election period, barring any SE/SBE review of questions, complaints, violations, or investigations that are in-progress against any candidate, which may prevent immediate certification. If school is not in-session on that Friday, the results will be released the following Monday. A representative from the *Harbinger Online* and from WHCM Radio may request the formal election results, including the ballot counts, any time after results are announced.

4. Questions may be directed to the SBE or the Associate Dean of Students, engage@harpercollege.edu.

STUDENT GOVERNMENT ASSOCIATION (SGA) OFFICERS

The President, Vice President, and Treasurer of the Harper College Student Government Association (SGA) may be elected during the Spring 2024 election cycle. The President is also referred to as "SGA President" or "student body president."

Qualifications: Each candidate must meet the guidelines in Section I.3 (membership qualifications with specifications for officers) and Section III.2 (for senators) of the Constitution of the Student Government Association (SGA) of Harper College, which currently states:

[Membership Qualifications:] "All Student Government Association members must be current Harper students enrolled in no less than one credit hour during the semester in which they are serving. Members must have and maintain a minimum of a 2.0 grade point average with no more than one incomplete course in any given semester. Continuing education and non-credit members must be enrolled in at least one non-credit course during the semester in which they are serving.

Candidates for officer positions including President, Vice President, and Treasurer must be current Harper students enrolled in no less than six credit hours for both fall and spring semesters. Officers must have and maintain a minimum of a 2.0 grade point average with no more than one incomplete course in any given semester."

As outlined in Section I.8, academic dismissal is determined solely by the SGA advisor (Associate Dean of Students, or designee). Candidates must meet any other applicable aspects of the Harper College SGA Constitution and By-Laws, such as Section III.2, regarding attendance policies for members of the Senate.

Duties: A detailed list of the duties and responsibilities of all positions (officers and representative senators) are stated in the current Constitution and By-Laws of the SGA (Available in the SE office). There are expectations that all elected officers and senators attend each regularly-scheduled meeting and event of the SGA, including planned retreats, membership-development activities, meetings of assigned committees, SGA office hours, advisor meetings (as requested), and special College events (by invitation).

Term of Office: Although a ceremonial swearing-in ceremony may take place at the final SGA meeting of the spring term, new officers' terms officially will begin the day after Graduation in the year of election and will conclude the day of Graduation the following year. Officers serve a maximum of a 1-year term (summer, fall, and spring) in the position.

Application: Candidates interested in running for election to SGA officer positions must:
1. Complete and submit a Candidate Application (including a Declaration *of Candidacy* form and Nomination petition signed by at least 25 current Harper credit-seeking students) to SE at a Mandatory Candidate Information/Photo Session or no later than 4:30pm on Monday, March 25th; and
2. Provide a candidate statement (as a separate document) that explains the candidate's interest in serving in a particular role. In no more than 500 words, candidates should describe their interests and any qualifications or related experiences that would be relevant to their service in the chosen role. A paper copy of the statement must be submitted with the *Declaration of Candidacy* form and Nomination Petition, and an electronic copy must also be e-mailed to SE (engage@harpercollege.edu), with subject line "Candidate Statement attached"); and
3. Attend the Hawk Talk taping. The recording date will be determined at a later date.

DECLARATION OF CANDIDACY

Harper ID # ("H#")	
Last Name (Surname)	
First Name (Preferred Name)	
Current Mailing Address (Street Address)	
Current Mailing Address (City, State, ZIP)	
Mobile Phone #	
Harper E-mail Address*	
Harper Degree Program of Study	
Current Cumulative GPA (as of end of Fall 2023)	

*A Harper e-mail address will be used for all official elections-related communication among Harper College and student candidates, as is the current practice in official, regular, and non-elections-related work involving the Student Trustee or elected members of the Student Government Association (SGA).

I hereby declare my candidacy for the position of [choose only one] in the Spring 2024 student body elections:

❏ SGA President   ❏ SGA Treasurer

❏ SGA Vice President

By my signature below, I affirm that:
- **All the information I provide in this declaration and supplementary materials (petition, candidate statement) is true and accurate;**
- **I have read and understand the elections packet / candidate information guide and all relevant policies/procedures; and**
- **I understand that my education records may be reviewed by Harper College staff to ensure I meet the qualifications described.**

×_____   _____

Signature   *Date*

A complete Candidate Application will include the following, and must be submitted <u>no later than</u> 4:30pm on Monday, March 25 to the SE office or engage@harpercollege.edu:
- Candidate's *Declaration of Candidacy* (this form);
- Nomination Petition (signed by other current credit-seeking students of Harper College; and Candidate Statement (a paper copy and an electronic copy emailed to engage@harpercollege.edu by the above deadline).

NOMINATION PETITION

"With my signature below, I acknowledge that I am a currently enrolled, credit-seeking student at William Rainey Harper College, and I hereby petition that _____ shall be a candidate for the position of _____ at Harper College for the 2024-2025 academic year. I also acknowledge that my current enrollment in credit courses may be confirmed."

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