

Cleveland State University



Board of Elections

1964

**STUDENT GOVERNMENT  
ASSOCIATION**

**GENERAL ELECTION RULES &  
APPLICATIONS**

**2012**

## **CONTENTS**

Contents/BOE Office Info...page 1  
Election Timeline...page 2  
Rules...pages 3 - 13  
Residence Halls Rules...page 13  
Leadership Information...TBA  
Position Descriptions...pages 14- 19  
All Applications ...pages 20-25  
Party Roster Form...page 26

### **NOTE:**

SGA Constitutions and additional copies of this document are available @ the Department of Student Life

See BOE online @ <http://mycsu.csuohio.edu/studentlife/boardofelections>

## **BOE CONTACT/OFFICE HOURS**

**BOE Office - SC 319**

**Phone: (216) 523 - 7571**

**BOE EMAIL: [boe@csuohio.edu](mailto:boe@csuohio.edu)**

**CHAIR EMAIL: [scottmiller1300@yahoo.com](mailto:scottmiller1300@yahoo.com)**

### **BOE OFFICE HOURS:**

Updated office hours will be posted on the website and BOE office door

2012 General Election Chair

**Scott Miller**

**\*\* NOTE: Position Descriptions are subject to change by SGA vote and with Department of Student Life approval**

**See the SGA Constitution for supporting documentation @ <http://www.csusga.com/resources/ImportantDocs/finalconstitution.pdf>**

# 2012 CSU Board of Elections

## SGA General Election Timeline

January 14	<b>Spring Semester Begins</b>
February 6	<b>SGA Election Applications Available</b> <i>Student Life Offices &amp; on the BOE Website</i>
March 5	<b>Applications Due on or Before this Date At 5pm</b> <i>Turn in at Student Life Office</i>
March 7	<b>List of Eligible candidates Posted At Noon</b> <i>Outside of SGA (SC 217/218) &amp; Student Life Office (SC 319)</i>
March 8 & 9	<b>Mandatory Meeting for All General Election Candidates—</b> <i>Must Attend One   SC 315 8<sup>th</sup>: 12-1pm   MC 123 9<sup>th</sup>: 5-6pm</i>
March 13	<b>Mandatory Platform and Bios Due on or Before this Date at 5pm—</b> <i>Must be submitted electronically to boe@csuohio.edu</i>
March 12-19	<b>Spring Recess</b> <i>Limited Preparation of Materials Permitted</i>
March 19	<b>Campaigning Begins at 8am</b>
Week of March 26	<b>Debate for Executive Office Candidates</b>
Week of April 2	<b>Candidate Ballot Review</b>
Week of April 2	<b>Ballot Order Determined-</b> Publicly Held Random Drawing- Details TBA
Week of April 2	<b>Candidate Open Forum</b>
April 10-12	<b>SGA Online Voting</b>
April 13	<b>BOE Advisory Council Meeting to Ratify Election Results</b>
April 20	<b>Election Results Announced at SGA Meeting at 5pm</b>

**CSU BOE Official Rules**  
**2012 Student Government Association General Election**

**I. GENERAL INFORMATION**

- 1. The 2012 SGA General Election shall be held ONLINE beginning Tuesday April 10<sup>th</sup> at 12:00 AM through Thursday April 12<sup>th</sup> at 11:59 PM.**
2. Authority to conduct this election has been granted to the Board of Elections (BOE) via the Student Government Association (SGA) Constitution.
3. The BOE maintains authority in determining the appropriateness of all campaign activities; the BOE also reserves the right to sanction candidates in violation of General Election protocol and/or forward breaches of election/campaign policy to the proper Cleveland State University officials.
4. The BOE reserves the right to consider and act upon conditions and extenuating circumstances above and beyond those defined herein.
5. The BOE reserves the right to list campus-related issues on the General Election Ballot with ratification from the SGA Senate or appropriate University entities.
6. Candidates may at any time submit a question in writing to the BOE for clarification or advanced ruling on an election-related issue. The BOE reserves the right to share said judgment or ruling with all interested parties.
7. The order in which Executive Board Parties and Candidates appear on the ballot shall be determined by a publicly conducted random drawing.
8. Election regulations will be enforced by the BOE verbally or in writing and shall be effective immediately. Confirmation of verbal BOE decisions shall be issued in writing within 24 hours. All BOE decisions that result in sanctions shall be forwarded to the BOE Advisory Council. The BOE Advisory Council is responsible for ratifying the BOE Chair, BOE Election Rules, & SGA Election Results. In addition, the Council shall hear appeals of BOE decisions and oversee BOE Member Removal from Office.
9. All election/campaign activity must be conducted in accordance with Cleveland State University rules and policies.
10. The BOE requires that all participation in the SGA General Election by candidates, supporters, or bystanders be conducted in a professional and civil manner. Any activity or behavior by a candidate or supporter that the BOE deems to be detrimental to the election process may result in actions or sanctions to be determined by the BOE, up to and including disqualification. Inappropriate conduct by a bystander shall be reported to the appropriate University authority.
11. Any decision of the BOE may be subject to review by the BOE Advisory Council.
12. All individuals, by applying to be a candidate in the 2012 SGA Elections, have agreed to abide by all BOE rules and regulations.
- 13. Newly elected SGA Officers and Senators shall take office at 12:01am local time on the day following the last day of Spring term finals.**
- 14. Executive Officers may begin receiving monetary compensation on July 1<sup>st</sup>.**

15. For the purposes of this document one working day shall be defined as any 24-hour period excluding Saturday and Sunday; references to more than one working day shall be defined as consecutive 24-hour periods excluding Saturday and Sunday.

## II. **ELIGIBILITY**

### **ALL CANDIDATES:**

1. Per the SGA Constitution Article VIII, **All Candidates** shall be registered Cleveland State University students carrying a minimum **eight (8) credit hour (six (6) for graduate/law students)** course load at the time of application. Co-op students registered with Career Services are exempt from minimum credit hour requirements.
2. Candidates for SGA Executive Board, SGA Senate, and Judicial Board are eligible to run for **only one position**.

### **EXECUTIVE BOARD PARTIES:**

3. The SGA Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.
4. Candidates for SGA Executive Board positions shall have and maintain a minimum cumulative grade point average of 2.50 for undergraduates and law students and 3.00 for graduate students. All candidates for SGA Executive Board candidates shall also have attained at least sophomore standing as defined by Cleveland State University prior to filing for candidacy (including at least 12 credit hours at CSU for undergraduates or 8 credit hours at CSU for graduate students).
5. In order to run for the offices of **President or Vice President**, a candidate must attend at least three regular meetings of the Student Government Association in entirety, prior to applying for candidacy and in the same academic year.
6. **Each Executive Board candidate shall run as a member of a party. All four members of an Executive Board Party shall run on one ticket. Student body votes shall be cast for the entire party. The winning party shall take office collectively.**
7. **Executive Board Candidates must submit a party roster at the time of application submission.**
8. **Executive Board Parties:** Parties are required amongst Executive Board candidates **only**. Senate and Judicial Board candidates **shall not** participate in Executive Board Parties. Furthermore, Senate and Judicial Board candidates are prohibited from referencing Parties of any sort on campaign materials.
  - a. Required forms for establishing a party shall be included in the application packet. A Party shall be comprised of all four Executive Board positions. No Party can have more than one candidate running for the same office, and no Executive Board candidate may be a member of more than one Party.
  - b. Party designations (i.e. names, logos) must be approved by the BOE prior to use in any campaign activity. No Party shall be named after a recognized CSU office, program, or student organization.
  - c. One member of an Executive Board party must be designated as **the Party Coordinator at the time of application submission**. Furthermore, all Executive Board Applications are due together at the time of submission.
  - d. The Party Coordinator shall function as the liaison for their party to the BOE. The Party Coordinator shall be responsible for providing all requisite information (i.e. campaign materials, and contact information) to the BOE.
  - e. Sanctions imposed on one member of a party may be applied to all members of a party. The actions of one individual may affect the collective group. This will be decided at the discretion of the BOE.

- f. If any member of a Party is disqualified or withdraws they will be stricken from the Party Roster. The remaining members of the party may continue to campaign and run in the election. Following the election, the vacant position shall be filled by the protocol outlined in the SGA Constitution (Article IX).
- g. Regardless of circumstance, parties shall not be permitted to continue with less than three (3) candidates. Meaning, if two (2) or more members of a party are disqualified or withdraw, the entire party will be disqualified from the election. **There shall be no replacements instituted for vacated positions during the election season.**
- h. If a Party Coordinator is disqualified or withdraws, the Party must determine a new Party Coordinator & inform the BOE within one (1) working day. Failure to comply will result in sanctions at the discretion of the BOE.
- i. All approved members of a Party shall be listed with their Party affiliation on official General Election documentation and ballot.
- j. Senate and Judicial Board candidates' names shall not be included on Executive Board Party Campaign materials.

***SENATE CANDIDATES:***

- 9. Candidates for **SGA Senate** positions shall have and maintain a minimum cumulative grade point average of 2.00 and be taking at least eight **(8) credit hours (six (6) for graduate/law students)**.
- 10. Candidates for **Undergraduate College Senator** positions shall be registered students in their respective colleges prior to filing for candidacy. There shall be one College Senator elected for every 1000 undergraduate students enrolled in an academic unit. For the purposes of this election an academic unit shall be defined as one of the seven colleges.
- 11. There shall be one Senator elected per class. Freshman, Student Organization and Residence Hall Senate seats shall be selected in the Fall by an affirmative vote of the Senate.
- 12. Candidates for **Class Senator** positions must complete the appropriate number of credit hours to determine class standing by the end of the Spring Semester (30 – Sophomore, 60 - Junior, 90 – Senior); the Department of Student Life verification process will determine if candidates are taking enough credits to qualify. Should a winning candidate not complete the appropriate number of credit hours, said candidate will be disqualified and the “runner-up” will be declared the winner. Should the runner-up decline to accept the position, the SGA Senate will fill the position per the stipulations outlined in the SGA Constitution for open Senate slots.
- 13. Candidates for **At-Large Senator** must have status in respective category (undergraduate or graduate) and meet other qualifications as stated above.
- 14. Senate candidates shall not include Party affiliations or Judicial Board Candidates names on any campaign materials.

***JUDICIAL BOARD CANDIDATES:***

- 15. All candidates for the **University Judicial Board** must be currently enrolled full-time students, with a cumulative grade-point average and previous term average of not less than 2.50; first year law students who have earned, but not yet received, grades are eligible for election. Candidates for the University Judicial Board shall not simultaneously be candidates for other Student Government Association or Student Bar Association positions.

16. Judicial Board Candidates shall not include Party affiliations or Senate Candidate names on any campaign materials.

### III. APPLICATION PROCEDURE

1. Each candidate must fill out the appropriate application. Candidates are responsible for securing and filling out the application properly. It must be signed, acknowledging that the application constitutes a contract between the candidate, Board of Elections and University regarding adherence to the Board of Election's Rules and the University Student Conduct Code.
2. Applications can be obtained from either outside the SGA office or in the Department of Student Life or on-line at <http://mycsu.csuohio.edu/studentlife/boardofelections>.
3. Candidate applications are **DUE on or before Monday, March 5th, 2012 @ 5:00pm**. Applications must be submitted to the Department of Student Life in room SC 319.
4. Executive Board Party Candidates shall submit one complete application to the Department of Student Life. This shall include applications and additional requisite materials for the offices of President, Vice President, Treasurer and Secretary. In addition, the packet shall include a completed Party Roster form that includes the name of the Party Coordinator.
5. The BOE assumes no responsibility for lost or missing applications.
6. The Department of Student Life shall verify all applications to confirm that all eligibility information given by the candidate is accurate.
7. A list of eligible candidates will be posted on **Wednesday March 7<sup>TH</sup> @ 12:00pm** outside the SGA, BOE and Department of Student Life offices and online.

### IV. MANDATORY CAMPAIGN ORIENTATION FOR ALL CANDIDATES

1. All General Election candidates are required to attend *one of the two* orientation sessions to be held on **March 8<sup>th</sup> ( Noon - 1:00 p.m. in SC 315)** or **March 9<sup>th</sup> (5:00 p.m. - 6:00 p.m. in MC 123)**. All election regulations and procedures will be explained. If candidates are unable to attend one of these meetings in their entirety due to extenuating circumstances, the BOE must be notified in advance and an individual session must be arranged prior to **March 12<sup>th</sup>**. The granting of an individual session for an extenuating circumstance will be at the discretion of the BOE.
2. Any candidate who has not received the Mandatory Orientation on March 8<sup>th</sup> or 9<sup>th</sup> by 5:00pm on March 12<sup>th</sup>, 2012, shall be **AUTOMATICALLY** disqualified.

### V. CAMPAIGN PROCEDURES

1. All campaign materials must be approved by the BOE prior to distribution and/or use.
2. The BOE maintains exclusive authority in determining appropriateness of all campaigning procedures, activities, postings, and materials. Improper campaigning as determined by the BOE shall result in sanctions or candidate disqualification.
3. Candidates and parties shall be permitted to submit materials electronically to the BOE for approval between March 12-19; no materials are to be dispersed prior to March 19<sup>th</sup> at 8am.
4. Campaigning shall begin on March 19<sup>th</sup> at 8am.
5. The official meaning of "campaigning" as defined by the BOE shall be: Any activity or series of activities initiated for the purpose of electing a candidate. These include, but are not limited to: (a) posting of banners and flyers, (b) issuing press releases or paid advertisements via campus print and electronic

media, (c) online posting including but not limited to social networking/media, personal websites, emails etc. and (d) distribution of promotional materials – e.g. flyers, hotcards, buttons, stickers, pens, candy, etc.

## 6. Additional Notes Regarding Campaigning:

- a. All campaign activities must adhere to official CSU policies, procedures, and regulations.
- b. Candidates may not solicit support, endorsements, or participation by CSU administration, faculty, staff or any member of the campus professional community.
- c. Candidates shall not be permitted to use Campus Mailbag for the purposes of campaigning.
- d. It is against University policy to send “junk mail” or advertising material to individuals who did not specifically request such material (email spam). Violations may result in sanctions.
- e. Candidates are only permitted to distribute campaign materials in campus locations where all candidates have access.
- f. The endorsement of CSU Student Organizations and Intercollegiate Athletic Teams may be used by candidates and parties in campaign literature (including verbal communication and speeches) **only if the candidate or party obtains and submits to the BOE** one of the following documents: (1) meeting minutes indicating that the organization voted to endorse the candidate or party by a **two-thirds** vote of a quorum present at the meeting (with quorum being a majority of the organization’s total membership, and with abstentions counted as “no” votes), and stating the date of the meeting, the names of the individuals present at the meeting, the total number of members in the organization, the number of votes in favor of the endorsement, the number of votes against the endorsement, and the number of abstentions; **or** (2) a document signed by the majority of the organization/team’s total membership and with names legibly printed below or next to each signature, indicating that the signors favor and approve of the endorsement of the candidate by the organization/team, and stating the total number of members in the group. The documents submitted per (1) and (2) above **must also be signed** by the organization’s **advisor** and **two** of the organization’s **executive officers** (but not an officer who is also a candidate/party member seeking endorsement) confirming the accuracy of the information contained within the document to the best of his/her knowledge; however, these signatures shall not be construed to mean that the advisor or two executive officers endorse the candidate or party. The document must be received by the BOE **before** the endorsement is made public. University recognized and active student media organizations are exempt from this protocol.
- g. Individual members of the student body may endorse a specific candidate but may not do so in affiliation with any organization, University Department, or team. This endorsement must be submitted in writing to the BOE prior to the endorsement being made public.
- h. **Candidates are not permitted to approach any individual working on any personal or university owned laptops, desktops, or cellular devices to solicit votes.**
- i. Any form of campaigning is prohibited in University computer labs and libraries
- j. Candidates are not permitted to set up voter stations anywhere on the CSU campus. This includes, but is not limited to, allowing students to vote on personal laptops, desktops, or cellular devices provided by candidates, parties or individuals/groups working on a their behalf.

## VI. FINANCIAL CONTRIBUTIONS AND SPONSORSHIPS

1. No candidate or individual/group working on a candidate's behalf shall solicit or accept financial (i.e. cash) contributions from Cleveland State University student organization accounts, faculty, staff, or any CSU on-campus business affiliate (e.g. Dining Services, CSU Bookstore).

2. Candidates shall not accept flyers or other campaign materials purchased through CSU student organization accounts.
3. Candidates may invite off-campus sponsors onto the CSU campus for the purpose of supporting any SGA General Election campaign only if such activity is in accordance with stated University policies and procedures and has been approved by the BOE.
4. The BOE does not reimburse candidates for funds spent on campaigning.

## **VII. PUBLICITY AND POSTING**

### **1. Publicity and Posting Basics:**

- a. Candidates are only permitted to use or distribute campaign materials in campus locations where all candidates have access. Candidates are encouraged to notify the BOE in writing of locations they intend to distribute material off campus; as with all campaign materials, these must be approved by the BOE prior to distribution.
- b. An original copy of all actively distributed campaign materials, including but not limited to; flyers, hotcards, buttons, pens, pencils, assorted candy, and t-shirts must be left on file with the BOE. **All campaign materials must be approved by the BOE prior to distribution and/or use.**
- c. The SGA Printshop regulates select posting locations across campus; Printshop guidelines are available at the Printshop. It is the responsibility of each Candidate to be aware of changes that may occur to Printshop Guidelines. Furthermore, the SGA Printshop reserves the right to amend or alter the Printshop Guidelines at any time.
- d. Candidates for any office that are working at the SGA Printshop are expected to adhere to all SGA Printshop regulations. The BOE reserves the right to audit all printing and posting pertaining to the SGA Elections.
- e. Pending Final University Approval: Candidates may be permitted to post BOE approved flyers in designated campus locations in addition to the SGA Printshop regulated posting locations.
- f. **Campaign materials shall carry no endorsements by University faculty, administration, staff, or the Student Government Association.**
- g. In accordance with BOE policy, any use of the Cleveland State University logo or seal on any campaign materials that has not been approved by the BOE shall result in disqualification.
- h. All flyers, banners, campus advertisements, and other written campaign materials shall be monitored by the BOE for adherence to publicity and posting regulations. Candidates with concerns regarding appropriateness of their campaign postings and/or materials are required to seek BOE feedback and are encouraged to gain approval **prior** to purchasing campaign materials.
- i. Candidates with concerns regarding the appropriateness of their campaign activities, including but not limited to tabling, rallies, public meetings, and online activity are encouraged to seek clarification and approval from the BOE.
- j. Campaign materials shall not be distributed in CSU parking lots or garages and are not permitted to be placed, scattered, or stacked etc. on any campus surfaces, indoor and out, this includes all campus media news racks.

- k. Copyrighted cartoon characters or other “artwork/likeness” may only be used on campaign materials if the candidate provides to the BOE written authorization to use specific material on letterhead stationary from the copyright owner (or legal representative) prior to use.
- l. **Each candidate is entitled to receive 50 black and white flyers and 15 feet of banner paper from the Print Shop for FREE.** Markers and supplies are also available at the Print Shop.
- m. **Candidates ARE permitted to post their own banners in the spaces designated by the SGA Print Shop and appropriate University entities.** Candidates shall abide by the regulations of the SGA Print Shop (available at the Print Shop), as well as those established in this document and issued directives from the BOE when posting banners.
- n. Candidates shall not distribute material purchased by SGA or the University for the purposes of campaigning, including but not limited to; business cards, t-shirts or brochures.

## 2. Notes On Flyers:

- a. The SGA Print Shop **shall stamp all candidate flyers PRIOR to posting**, flyers shall only be posted by authorized SGA Print Shop Staff around Main Classroom and Rhodes Tower. BOE approval must be obtained prior to Print Shop stamping and posting.
- b. There will be a limit of one flyer per Senate/Judicial Board candidate name or Executive Board Party per bulletin board at any given time. Executive Board Parties shall be required to advertise as a group. Individual members of a Party shall not be permitted to have their own flyers.
- c. Flyers may be posted in areas other than those controlled by the SGA Print Shop, but only if prior consent is secured from the appropriate campus authority. Approval requires that the candidate or party attain written approval from the appropriate campus authority specifying location and duration of posting, as well as departmental awareness that all locations made available to one candidate or party must be made available to all others. This must be submitted to the BOE prior to posting.

## 3. Notes On Banners:

- a. Banner space controlled through the SGA Print Shop must be reserved via the SGA Print Shop.
- b. Per SGA Printshop regulations 1 banner shall be permitted per Senate/Judicial Board candidate name or Executive Board Party in the Main Classroom building. Executive Board Parties shall be required to advertise as a group. Individual members of a Party shall not be permitted to have their own banner.
- c. If candidates wish to post banners in locations not regulated by the SGA Print Shop they are required to attain written approval from the appropriate campus authority specifying location and duration of posting, as well as departmental awareness that all locations made available to one candidate or party must be made available to all others. This must be submitted to the BOE prior to posting.

## 4. Posting In Residence Halls:

All campaigning in Residence Halls must be conducted in accordance with Department of Residence Life policy included at the end of this document.

## 5. Slander / Libel:

- a. Candidates shall refrain from using slanderous language or libelous materials (e.g. including but not limited to flyers, banners, handbills, advertisements) during their campaigns. In accordance with Ohio Jurisprudence 3d, the Ohio State Supreme Court, and the CSU Office of Legal Affairs, Slander and Libel shall be defined as follows:

- b. **Slander:** Slander shall be considered as orally making false and malicious statements, with knowledge of their falsity, concerning another whose reputation is thereby damaged because a crime has been charged, an offensive or loathsome disease has been alleged, or the subject is injured in his/her trade, business, office, or occupation.
- c. **Libel:** Libel is a false and malicious publication against an individual, either in print or writing or by pictures, with the intent to injure the subject's reputation; expose the subject to public hatred, contempt, ridicule, shame, or disgrace; or to injure the subject in trade, business, or profession.

**6. Important Note:**

**Failure to comply with campaign posting policies per these regulations will result in a review by the BOE. Removal of inappropriate campaign materials, and further penalties if deemed necessary, shall result. The BOE will handle all violations per protocol outlined in this document or other issued BOE directives.**

**VIII. PLATFORM STATEMENTS AND ONLINE BALLOT BIOGRAPHIES**

- 1. **All General Election Candidates MUST submit an electronic biography; in addition Executive Parties are required to submit a Party Platform Statement to the BOE. These are due on or before 5:00pm on Tuesday, March 13<sup>th</sup>, 2012.**
- 2. Platform statements and Biographies will be available for voter review online.
- 3. Party platform statements shall be approximately 100 words in length. **Parties who fail to provide the platform statement shall be immediately disqualified.**
- 4. **All candidates, including Executive Board candidates, shall submit a biography, containing approximately 75 words, to be included on the ballot.** Each candidate will submit an independent biography and may include any information relevant to candidacy. Biographies are due in an electronic version **on or before 5:00 PM on Tuesday, March 13<sup>th</sup>, 2012.**
- 5. **The BOE reserves the right to require revisions to both biographies and platform statements if content concerns exist.**
- 6. Candidates who fail to provide the platform statement and biography shall be immediately disqualified.

**IX. EXECUTIVE OFFICER CANDIDATE DEBATE AND OPEN FORUM**

- 1. SGA Executive Officer candidates (President, Vice President, Secretary, and Treasurer) are ENCOURAGED to participate in an all-campus debate scheduled for **the week of March 26<sup>th</sup>**; specific date, location and time are to be announced.
- 2. The BOE will host an Open Forum for all candidates the week of April 2<sup>nd</sup> - details will be forthcoming.

**X. ONLINE VOTING PROCEDURES**

- 1. Voting shall occur online. All currently enrolled CSU students are eligible to vote **(except Project 60)**. Voters must have a valid "CampusNet" ID and Password in order to vote in the online election.
- 2. No person shall be allowed to vote more than once.
- 3. Voters shall not vote for more than one (1) candidate or party for any given position.
- 4. The order in which Executive Board Parties and candidates appear on the ballot shall be determined by a publicly conducted random drawing.

5. Each candidate, regardless of running for a Senate, Judicial Board or Executive Board position shall be permitted to have a picture included on the BOE website and online ballot. These pictures shall be taken by the BOE staff- location and time TBA
6. Voters need not vote for each and every position or ballot initiative in order for their vote to count.
7. The Cleveland State University departments of Audits and IS&T shall monitor online voting to determine whether any breach of security has occurred and whether such breach has compromised the integrity of the election.
8. No person shall cast a vote on behalf of another except as shall be required in order to facilitate voting for individuals with disabilities.
9. Online voting shall begin at 12:00 AM on **Tuesday, April 10, 2012**, and close at 11:59 PM on Thursday, **April 12, 2012**.
10. Should the University network become unavailable for a period of time greater than fifty percent (50%) of the total polling time, the BOE Chair in consultation with the BOE Advisory Council shall invalidate the results of the election and shall reschedule for once (1) week hence with the format, rules and candidates of the election to remain the same. The BOE reserves the right to extend the election voting times due to extenuating circumstances.
11. The identity of any individual(s) suspected of tampering with the online voting system or otherwise sabotaging or attempting to unduly influence the outcome of the election by electronic means will be forwarded immediately by the BOE to the appropriate University, Local, State and Federal authorities.
12. The declared winners of each race shall be those candidates that receive a plurality of the valid votes cast.
13. Results of the election shall **not** be posted on the University website prior to the results being ratified by the BOE Advisory Council and presented to SGA.
14. Should, for any reason, the BOE determine that the elections are unable to be held in an online format, the BOE shall implement another system of balloting to be used. In the event that this occurs, the BOE shall provide an alternate set of rules to govern over the election process.

#### **XI. SECURITY PROCEDURES / DETERMINATION OF RESULTS**

1. The Cleveland State University Department of Information Services and Technology (IS&T) is responsible for the technology components of the online voting system. The Cleveland State University Department of Audits will review the process, ensuring that the program is both secured and error free.
2. At no time shall any CSU student, regardless of membership in SGA or BOE, have a part in the technical development or implementation of the online voting system. Only recognized CSU faculty or staff members within IS&T or the Department of Student Life will have administrative access to the online voting system. Furthermore, the Dean of Students or Director of Student Involvement shall be responsible for the input of ballot content.
3. Prior to the start of voting the BOE shall approve the final online ballot. Once online voting begins there shall be no changes made to the ballot.
4. If a disqualification occurs within 5 days of, or during the election, the candidate or party name shall remain on the ballot; all votes for the disqualified candidate or party shall not be counted.

5. The Cleveland State University Departments of Audits and IS&T will electronically tally votes on Friday, April 13, 2012. Information regarding votes cast by the CSU student body shall only be accessible to approved members of the Departments of Audits and IS&T.
6. Students shall be able to vote at any location on campus or off campus that possesses internet access.
7. Unofficial results may be released following the count. Results become official following ratification by the BOE Advisory Council. All BOE materials used for the General Election (i.e. ballots, applications, etc.) will be kept in accordance with Cleveland State University records retention policies.

## **XII. TAMPERING**

Tampering with the election will not be tolerated and shall be grounds for immediate disqualification. Tampering includes, but is not limited to, interfering with BOE property, altering of applications or electronically tampering with ballots, disruption of another candidate's campaigning process, or any activity identified by the BOE that significantly limits opportunity for a fair and impartial election.

## **XIII. Notifications of Alleged Election Related Infractions**

1. Any member of the campus community may notify the BOE in writing of any concerns regarding alleged election related infractions. This notification must be typewritten and submitted to the BOE either via email [boe@csuohio.edu](mailto:boe@csuohio.edu) or through the Department of Student Life.
2. The BOE shall investigate all notifications of alleged election related infractions and take appropriate action.

## **XIV. WARNINGS, SANCTIONS AND DISQUALIFICATIONS**

1. The BOE reserves the right to issue warnings, sanctions, and disqualifications at any time.
2. **Warnings:** The BOE may issue a candidate or party a warning if there has been a violation of the rules. This warning may be issued verbally and will be followed up in writing within 24 hours. This warning may include directions and a deadline for rectifying the violation. **Any candidate or party will receive no more than ONE warning; all additional violations shall result in sanctions.**
3. **Sanctions:** The BOE may impose sanctions on a candidate or party if there has been a violation of the rules, this may happen with or without a prior warning being issued. Sanctions may include but are not limited to suspension of select campaign privileges. **Candidates or parties may be subject to disqualification following 2 sanctions being imposed.**
4. **Disqualification:** The BOE may disqualify any candidate or party for rules violations; the disqualified candidate or party shall receive written documentation within 24 hours.
5. **Immediate Disqualification:** Violations not subject to warnings or sanctions are listed below and shall result in immediate disqualification.
  - i. Physical harm to any candidate or party, BOE staff, or bystander.
  - ii. Slander / Libel of another candidate or party
  - iii. Defacing any candidate or party's campaign materials.
  - iv. Tampering with BOE or election materials.
  - v. The use of the Cleveland State University logo or seal without approval.

## **XV. APPEALS**

1. Candidates and/or Parties may appeal any decisions made by the BOE in relation to the election rules to the BOE Advisory Council.
2. Appeals must be typewritten and include all relevant information regarding the appeal and be submitted to the BOE Advisory Council via email within 48 hours of the BOE's decision. [boe.advisory@csuohio.edu](mailto:boe.advisory@csuohio.edu)

3. The BOE Advisory Council shall investigate the appeal and take appropriate action within 2 working days. The appealing party/candidate shall be notified of the final ruling.
4. Appeals pertaining to any BOE election decision require a BOE Advisory Council ruling before any other University action, including judicial procedures, can be pursued.

## **Student Government Association Election Information For Campaigning in the Residence Halls**

**Spring 2012**

### **SGA ELECTIONS**

THE DEPARTMENT OF RESIDENCE LIFE WELCOMES STUDENT GOVERNMENT CANDIDATES TO CAMPAIGN IN EUCLID COMMONS, FENN TOWER, AND HERITAGE HALL USING THE FOLLOWING REGULATIONS:

- A. FLYERS/POSTERS MUST BE SUBMITTED TO THE CSU BOARD OF ELECTIONS (BOE) FOR APPROVAL; THE BOE WILL THEN SUBMIT APPROVED MATERIALS TO THE DEPARTMENT OF RESIDENCE LIFE FOR POSTING.
- B. FLYERS/POSTERS MAY BE NO LARGER THAN 11 INCHES X 17 INCHES.
- C. THE DEPARTMENT OF RESIDENCE LIFE WILL POST ONE FLYER PER CANDIDATE OR PARTY ON ALLOCATED BULLETIN BOARDS IN EUCLID COMMONS AND FENN TOWER. THE TOTAL AMOUNT OF FLYERS A CANDIDATE SHOULD PROVIDE IS FORTY-FIVE (45).
- D. CANDIDATES MAY NOT ASK DEPARTMENT OF RESIDENCE LIFE STUDENT STAFF MEMBERS (I.E. RA'S, SECURITY DESK ATTENDANTS) TO POST FLYERS/POSTERS ANYWHERE).
- E. NO OTHER FORM OF CAMPAIGNING OR MATERIAL DISTRIBUTION WILL BE PERMITTED IN ANY RESIDENCE HALL.

IF THE GUIDELINES LISTED ABOVE ARE NOT FOLLOWED, ALL OF THE CAMPAIGN MATERIALS WILL BE REMOVED FROM THE RESIDENCE HALLS. VIOLATIONS WILL BE REPORTED TO THE CSU BOARD OF ELECTIONS; ELECTION-RELATED SANCTIONS WILL BE ISSUED AT THE DISCRETION OF THE BOE. SHOULD THERE BE ANY QUESTIONS OR CONCERNS REGARDING THIS INFORMATION, CONTACT THE RUDY BRAYDICH, ASSOCIATE DIRECTOR, DEPARTMENT OF RESIDENCE LIFE AT 687-5196.

## **SENATOR POSITION DESCRIPTION**

Organization Name: Student Government Association (SGA)

Position Title: **SENATOR**

Supervisor: CSU Student Body & SGA Advisor(s)

Remuneration: Possible Fall & Spring Semester Student Leader Award (up to \$300/term)

Minimum Hours Per Week: As Needed to Fulfill Duties Listed Below

### **Qualifications**

1. Enrolled in at least 8 credit hours each semester during tenure of leadership position (6 for Law School and graduate students)
2. Graduate Senators must be enrolled in a graduate degree seeking program during tenure of leadership position
3. Maintain a cumulative GPA of 2.0 or better during tenure of leadership position
4. **College Senators** must be enrolled in appropriate CSU College at time of application
5. **Class Senators** must have completed appropriate number of credit hours at time they take office (Freshman 0 – 29 credits; Sophomore 30 – 59 credits; Junior 60 – 89 credits; Senior 90+credits)
6. **Residence Hall, Student Organization, and At-Large Senators** – see SGA Constitution/Article V for details

### **Leadership and University Requirements**

1. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization

### **Responsibilities**

1. Attend Department of Student Life sponsored training and orientation sessions for SGA.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow SGA Constitution.
5. Schedule, post, and keep a minimum of two (2) Office Hours per week in the SGA Senate Office ( SC 217/218).
6. Attend SGA Senate Meetings in compliance with SGA Constitution Attendance Policy.
7. Attend SGA State of the University Address and CSU Fall Convocation.
8. Attend and participate fully in appropriate SGA Committee Meetings, SGA Forums, and Student Leader Luncheons.
9. Serve on at least one (1) but no more than three (3) SGA Standing Committees, as well as at least one (1) University Standing Committee.
10. Support all SGA and Senate functions/activities as appropriate or required.
11. Serve as representative/liaison/support to members of the CSU student body.
12. **College Senators:** meet with College Dean or appropriate Administrator at least once every four weeks, and report on at least two of these meetings to the Senate.
13. **Class Senators:** meet with the Dean of Students at least once every four weeks, and report on at least two of these meetings to the Senate.
14. **Residence Hall Senators:** meet with the General Manager of the Residence Hall in which the senator lives at least once every four weeks, and report on at least two of these meetings to the Senate.
15. **Student Organization Senators:** meet with the Coordinator of Student Organizations at least once every four weeks, and report on at least two of these meetings to the Senate.
16. **Undergraduate At-Large Senators:** organize and run the SGA Open Forum once a semester, reporting to the Senate at least once during the planning of the event and once after completion of the event.
17. **Graduate At-Large Senators:** meet with the Dean of Graduate Studies at least once every four weeks, and report on at least two of these meetings to the Senate.
18. Maintain a professional appearance at Senate Meetings per dress guidelines in the Senator Handbook.
19. **Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization.**

### **STUDENT LEADER AWARD**

The following criteria must be met during the Fall and Spring Semesters to earn the full Student Leader Award. Please note that the SGA Senate has the right to revise these criteria during the Summer term for the following Fall and Spring terms.

- Hold all Office Hours (minimum of 2 per week).
- Attend all committee meetings per SGA Standing Committee Assignments.
- Attend all SGA Forums and Student Leader Luncheons.
- Attend SGA State of the University Address and CSU Fall Convocation.

- ☐ Fulfill responsibilities per items no. 12-18 above.

### **PRESIDENT POSITION DESCRIPTION**

Organization Name: Student Government Association (SGA)

Position Title: PRESIDENT

Supervisor: CSU Student Body & SGA Advisor

Scholarship Amount: \$4,000 per semester (Fall & Spring)

Summer Hourly Wage: \$12.50/hr up to \$2,000

Minimum Hours per Week: 20

#### **Qualifications**

1. Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students; 8 or more credit hours for graduate & law students).
2. Maintain a cumulative GPA of 2.5 for undergraduate and law students or 3.0 for graduate students or better during tenure of leadership position.
3. At least Sophomore standing as defined by Cleveland State University.

#### **Leadership and University Requirements**

1. *Complete Leadership Education as specified by the University.*
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

#### **Basic Duties**

1. Attend Department of Student Life sponsored training and orientation sessions for SGA.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow SGA Constitution.
5. Spend minimum of 20 hours per week on SGA duties; schedule, post, keep at least 12-15 office hours/week.
6. Keep SGA Advisor(s) informed; this includes meeting with Advisor(s) on a regular basis.
7. Attend SGA Meetings, including those of the Senate, Cabinet, and Executive Board.
8. Attend appropriate SGA Standing Committee Meetings.

#### **SPECIFIC DUTIES**

1. Establish and maintain operating procedures for the SGA Executive Branch.
2. Schedule Executive Board & Cabinet Meetings at the start of each semester (at least one of each per month).
3. Set Agendas for Executive Board and Cabinet Meetings.
4. Work in conjunction with other SGA Officers and SGA Advisor(s) to schedule and plan appropriate SGA training and orientation sessions, including a Summer Retreat.
5. Represent SGA and CSU Student Body on University Committees/Boards as appropriate, including General Fee Advisory Committee and Student Grievance Board (and University Appeal Board if serving as a student rep. to the Board of Trustees); shall also inform Student Appointments Board of committee openings.
6. Address the Student Body about University issues, including presentation of State of the University Address to occur per the timeline detailed in the SGA Constitution.
7. Receive for signature all legislation passed by the SGA Senate.
8. Make all Officer and Senator SGA Standing Committee appointments as outlined in the SGA Constitution.
9. Establish ad-hoc SGA Committees as necessary and appropriate.
10. Represent SGA & CSU Student Body as participating member of the Ohio Council of Student Governments.
11. **Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization**

## **VICE PRESIDENT POSITION DESCRIPTION**

Organization Name: Student Government Association (SGA)  
Position Title: VICE PRESIDENT  
Supervisor: CSU Student Body & SGA Advisor  
Scholarship Amount: \$4,000 per Semester (Fall & Spring)  
Summer Hourly Wage: \$12.50/hr up to \$2,000  
Minimum Hours per Week: 20

### **Qualifications**

1. Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students; 8 or more credit hours for graduate & law students)
2. Maintain a cumulative GPA of 2.5 for undergraduate and law students or 3.0 for graduate students or better during tenure of leadership position.
3. At least Sophomore standing as defined by Cleveland State University

### **Leadership and University Requirements**

1. *Complete Leadership Development Education as specified by the University.*
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

### **Basic Duties**

1. Attend Department of Student Life sponsored training and orientation sessions for SGA.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow SGA Constitution.
5. Spend minimum of 20 hours per week on SGA duties; schedule, post, keep at least 12-15 office hours/week.
6. Keep SGA Advisor(s) informed; this includes meeting with Advisor(s) on a regular basis.
7. Attend SGA Meetings, including those of the Senate, Cabinet, and Executive Board.
8. Attend appropriate SGA Standing Committee Meetings.

### **SPECIFIC DUTIES**

1. Assist President with all administrative duties, and assume duties of SGA President in his/her absence.
2. Serve as Executive Board liaison to the SGA Senate.
3. Meet with Speaker and Secretary every two weeks to review issues/plan Senate Meeting agendas.
4. Work in conjunction with other SGA Officers and SGA Advisor(s) to schedule and plan appropriate SGA training and orientation sessions, including a Summer Retreat.
5. Represent SGA and CSU Student Body on University Committees as appropriate, including General Fee Advisory Committee; shall also inform Student Appointments Board of committee openings.
6. Serve as ex-officio member of all SGA Standing Committees where "Chair" or "Membership" role is not assigned; attend committee meetings to offer counsel and hear and/or bring issues.
7. Chair SGA Senate Meetings in absence of Speaker.
8. Vote on the floor of SGA Senate Meetings in instances of a tie (deadlocked) vote.
9. Serve as SGA liaison to all CSU Student Organizations.
10. Plan and implement (with assistance of SGA Treasurer) Student Organization Showcase to highlight accomplishments/activities resulting from distribution of SGA funds.
11. Represent SGA & CSU Student Body as participating member of the Ohio Council of Student Governments.
12. **Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization.**

## **SECRETARY POSITION DESCRIPTION**

Organization Name: Student Government Association (SGA)  
Position Title: SECRETARY  
Supervisor: CSU Student Body & SGA Advisor  
Scholarship Amount: \$4,000 per semester (Fall & Spring)  
Summer Hourly Wage: \$12.50/hr up to \$2,000  
Minimum Hours per Week: 20

### **Qualifications**

1. Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students; 8 or more credit hours for graduate & law students)
2. Maintain a cumulative GPA of 2.5 for undergraduate and law students or 3.0 for graduate students or better during tenure of leadership position.
3. At least Sophomore standing as defined by Cleveland State University

### **Leadership and University Requirements**

1. *Participate in Leadership Development Education as specified by the University.*
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

### **Basic Duties**

1. Attend Department of Student Life sponsored training and orientation sessions for SGA.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow SGA Constitution.
5. Spend minimum of 20 hours per week on SGA duties; schedule, post, keep at least 12-15 office hours/week.
6. Keep SGA Advisor(s) informed; this includes meeting with SGA Advisor(s) on a regular basis.
7. Attend SGA Meetings, including those of the Senate, Cabinet, and Executive Board.
8. Attend appropriate SGA Standing Committee Meetings.

### **SPECIFIC DUTIES**

1. Produce/distribute minutes of SGA Senate Meetings no less than five days prior to next Senate Meeting.
2. Take attendance at SGA Senate Meetings and keep absence/tardiness log; notify Speaker of the Senate when individuals are one absence away from potential removal for violating attendance policy.
3. Maintain E-Board phone voice mail, retrieve phone messages, and forward written messages as appropriate.
4. Maintain SGA email account, check email daily, forward messages to appropriate party.
5. Ensure that long distance phone calls made from SGA office are documented and sent on a monthly basis to SGA Treasurer and Student Life Budget Manager.
6. Meet with Speaker and Vice President every two weeks to review issues/plan Senate Meeting agendas.
7. Assist SGA members with production, duplication, and mailing of all necessary paperwork; including but not limited to materials associated with SGA Senate Business and SGA Standing Committees.
8. Maintain filing & back-up systems for all SGA materials/paperwork (computer & hard copy); includes drafting and/or updating procedural guide on SGA filing operations for use by SGA members.
9. Notify SGA/University committees of appointments made by Student Appointments Board and ratified by Senate; may take form of SGA Meeting Minutes with contact information of appointee attached.
10. Work in conjunction with other SGA Officers and SGA Advisor(s) to schedule and plan appropriate SGA training and orientation sessions, including a Summer Retreat.
11. Represent SGA and CSU Student Body on University Committees as appropriate and inform Student Appointments Board of committee openings.
12. **Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization.**

## **TREASURER POSITION DESCRIPTION**

Organization Name: Student Government Association (SGA)  
Position Title: TREASURER  
Supervisor: CSU Student Body & SGA Advisor(s)  
Scholarship Amount: \$4,000 per semester (Fall & Spring)  
Summer Hourly Wage: \$12.50/hr up to \$2,000  
Minimum Hours per Week: 20

### **Qualifications**

1. Enrolled as a full-time CSU student during fall and spring semesters (12 or more credit hours for undergraduate students; 8 or more credit hours for graduate & law students)
2. Maintain a cumulative GPA of 2.5 for undergraduate and law students or 3.0 for graduate students or better during tenure of leadership position.
3. At least Sophomore standing as defined by Cleveland State University

### **Leadership and University Requirements**

1. *Complete Leadership Development Education as specified in the "Student Organization Policies, Procedures & Guidelines" document.*
2. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization

### **Basic Duties**

1. Attend Department of Student Life sponsored training and orientation sessions for SGA.
2. Represent CSU student needs and issues in a positive, professional, and ethical manner.
3. Limit extra/co-curricular activities such that duties of office may be performed effectively and efficiently.
4. Be thoroughly familiar with and uphold/follow SGA Constitution.
5. Spend minimum of 20 hours per week on SGA duties; schedule, post, keep at least 12-15 office hours/week.
6. Keep SGA Advisor informed; this includes meeting with Advisor(s) on a regular basis.
7. Attend SGA Meetings, including those of the Senate, Cabinet, and Executive Board.
8. Attend appropriate SGA Standing Committee Meetings.

### **SPECIFIC DUTIES**

1. Attend financial and computer record keeping training sessions as needed in order to understand CSU budgeting system.
2. Maintain accurate/up-to-date computerized records for all financial transactions associated with Executive Board and Senate budgets, including Print Shop and Long Distance phone call records.
3. Prepare fiscal year budgets for all accounts, in consultation with other SGA Officers; includes preparing year-end reports and presenting budget recommendations for the following fiscal year.
4. Prepare Treasurer's reports for Senate Meetings, including balances in each budget and expenses to date.
5. Serve as Finance Committee Chair; includes acting as liaison to CSU Student Organizations requesting funds, and preparation of all associated materials/guidelines.
6. Process all SGA financial paperwork in a timely fashion, including Finance Committee allocations.
7. Process all paperwork associated with SGA or Finance Committee travel activity.
8. Prepare/submit payroll records for all SGA employees.
9. Work in conjunction with other SGA Officers and SGA Advisor(s) to schedule and plan appropriate SGA training and orientation sessions, including a Summer Retreat.
10. Represent SGA & CSU Student Body on University Committees as appropriate, including General Fee Advisory Committee; also inform Student Appointments Board of committee openings.
11. **Other duties not specified in this description may need to be fulfilled per the organization's constitution or to successfully uphold the mission and goals of the organization.**

## **UNIVERSITY JUDICIAL BOARD POSITION DESCRIPTION**

*The University Judicial Board (UJB) provides an impartial hearing option to Cleveland State University (CSU) students who have been charged with violations of the CSU Student Conduct Code. The purpose of the UJB is to enforce and uphold institutional standards of conduct, help students who violate the Student Conduct Code learn from their mistakes, and to help students develop skills to make responsible and ethical decisions. The UJB is an active decision making body of the University and the functions of the UJB are part of University policy.*

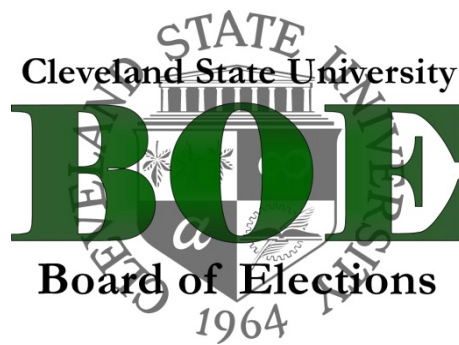
The University Judicial Board is comprised of seven students and two faculty members. The student members are elected during the Student Government Association (SGA) Spring election or appointed by the SGA Appointment Board. The Faculty Senate appoints faculty members.

### **ELIGIBILITY REQUIREMENTS FOR THE UNIVERSITY JUDICIAL BOARD**

1. Candidates for the University Judicial Board must be currently enrolled full-time students with a cumulative grade-point average and the previous term average of not less than 2.50; first year law students who have earned, but not yet received grades are eligible for election. Candidates must expect to be enrolled full-time during the entire term of office;
2. Candidates for the University Judicial Board shall not simultaneously be candidates for other SGA or Student Bar Association positions;
3. Candidates for the University Judicial Board shall otherwise abide by the rules and regulations established by the SGA Elections Board for the Spring election;
4. Student members of the University Judicial Board shall be elected for one-year terms and may seek re-election;
5. The term of office begins the first day after the end of Spring Semester and concludes the last day of Spring Semester the following year;
6. Candidates for the University Judicial Board must be available 10-12 hours a week;
7. Candidates elected to the University Judicial Board are required to attend an orientation and training session prior to the Summer Semester.

*If there are any questions about the University Judicial Board or the judicial process, please contact Valerie Hinton Hannah, Department of Student Life, SC 319.*





## Student Government Association President Application

Executive Board Applications Must be Submitted As A Full Party  
Along With The Party Roster

### Candidate Information (Please Type or Print Neatly):

**Name:** \_\_\_\_\_  
Last First Middle Initial

**Address:** \_\_\_\_\_  
Street Address Apt Number

\_\_\_\_\_  
City State Zip Code

**Phone:** \_\_\_\_\_  
Home Work Cell

**Email Address:** \_\_\_\_\_

**CSU ID Number:** \_\_\_\_\_

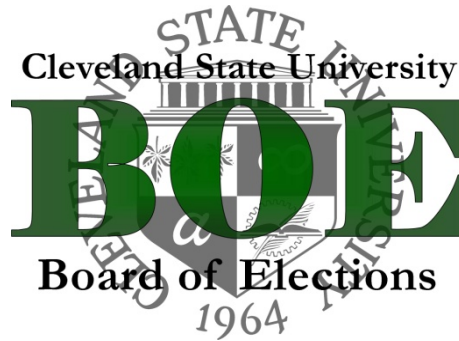
**Application Deadline - March 5, 2012 @ 5pm**  
*Completed Applications Must Be Submitted to  
The Department of Student Life (SC 319)*

**Candidate Pledge of Understanding:** I attest that the information contained herein is accurate to the best of my knowledge. I acknowledge that the information submitted through this application may be shared appropriately with BOE representatives as part of the official election process. Furthermore, by virtue of my signature below, **I pledge that I have read the General Election Rules and agree to abide by all policies described therein:**

\_\_\_\_\_  
**Candidate Signature** **Date**

NOTE: False information by result in candidate disqualification and render the above signed ineligible to serve in office.





## Student Government Association Secretary Application

Executive Board Applications Must be Submitted As A Full Party  
Along With The Party Roster

### Candidate Information (Please Type or Print Neatly):

**Name:** \_\_\_\_\_  
Last First Middle Initial

**Address:** \_\_\_\_\_  
Street Address Apt Number

\_\_\_\_\_  
City State Zip Code

**Phone:** \_\_\_\_\_  
Home Work Cell

**Email Address:** \_\_\_\_\_

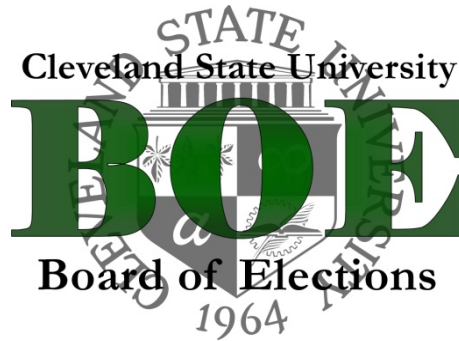
**CSU ID Number:** \_\_\_\_\_

**Application Deadline - March 5, 2012 @ 5pm**  
*Completed Applications Must Be Submitted to  
The Department of Student Life (SC 319)*

**Candidate Pledge of Understanding:** I attest that the information contained herein is accurate to the best of my knowledge. I acknowledge that the information submitted through this application may be shared appropriately with BOE representatives as part of the official election process. Furthermore, by virtue of my signature below, **I pledge that I have read the General Election Rules and agree to abide by all policies described therein:**

\_\_\_\_\_  
**Candidate Signature** **Date**

NOTE: False information by result in candidate disqualification and render the above signed ineligible to serve in office.



## Student Government Association Treasurer Application

Executive Board Applications Must be Submitted As A Full Party  
Along With The Party Roster

### Candidate Information (Please Type or Print Neatly):

**Name:** \_\_\_\_\_  
Last First Middle Initial

**Address:** \_\_\_\_\_  
Street Address Apt Number

\_\_\_\_\_  
City State Zip Code

**Phone:** \_\_\_\_\_  
Home Work Cell

**Email Address:** \_\_\_\_\_

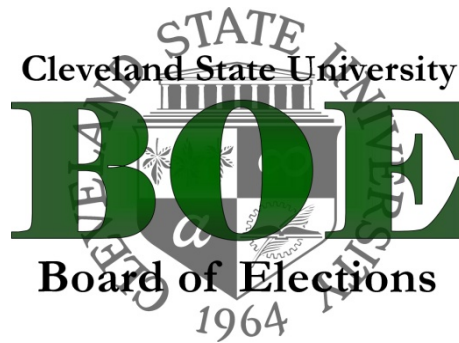
**CSU ID Number:** \_\_\_\_\_

**Application Deadline - March 5, 2012 @ 5pm**  
*Completed Applications Must Be Submitted to  
The Department of Student Life (SC 319)*

**Candidate Pledge of Understanding:** I attest that the information contained herein is accurate to the best of my knowledge. I acknowledge that the information submitted through this application may be shared appropriately with BOE representatives as part of the official election process. Furthermore, by virtue of my signature below, **I pledge that I have read the General Election Rules and agree to abide by all policies described therein:**

\_\_\_\_\_  
**Candidate Signature** **Date**

NOTE: False information by result in candidate disqualification and render the above signed ineligible to serve in office.



## University Judicial Board Application

### Candidate Information (Please Type or Print Neatly):

**Name:** \_\_\_\_\_  
Last First Middle Initial

**Address:** \_\_\_\_\_  
Street Address Apt Number

\_\_\_\_\_  
City State Zip Code

**Phone:** \_\_\_\_\_  
Home Work Cell

**Email Address:** \_\_\_\_\_

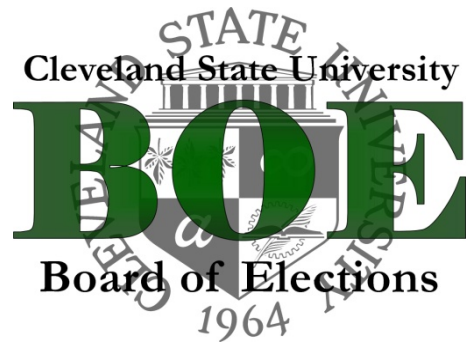
**CSU ID Number:** \_\_\_\_\_

**Application Deadline – March 5, 2012 @ 5pm**  
*Completed Applications Must Be Submitted to  
The Department of Student Life (SC 319)*

**Candidate Pledge of Understanding:** I attest that the information contained herein is accurate to the best of my knowledge. I acknowledge that the information submitted through this application may be shared appropriately with BOE representatives as part of the official election process. Furthermore, by virtue of my signature below, **I pledge that I have read the General Election Rules and agree to abide by all policies described therein:**

\_\_\_\_\_  
**Candidate Signature** **Date**

NOTE: False information by result in candidate disqualification and render the above signed ineligible to serve in office.



**2012 SGA Election  
Executive Board Party Roster Form**

**Date Submitted** \_\_\_\_\_

**Party Coordinator** \_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

**1. President** \_\_\_\_\_

**2. Vice-President** \_\_\_\_\_

**3. Secretary** \_\_\_\_\_

**4. Treasurer** \_\_\_\_\_