



Bergen Community College
Student Government Association (SGA)
Election Guidelines - Spring 2020

Dear Candidate,

Thank you for choosing to take part in the **Spring 2020 Elections** for Bergen Community College's Student Government Association (SGA). As a candidate, it is your responsibility to follow and adhere to all of the information contained in the following pages of the Election Guidelines. Therefore, please make sure to read this entire packet thoroughly. If you at any time have any questions regarding the Election Guidelines, please contact Elections Chair, Robin Yoo, at **sgachiefjustice@me.bergen.edu**.

The Election Guidelines will be presented to the SGA during its meeting on **Wednesday, February 26th, 2020** and voting procedures will take place on **Wednesday, March 4th, 2020**.

Best,
Robin Yoo
Student Government Association (SGA)
Chair, Elections Committee



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Election Timeline

Election Information Sessions:

The Elections Committee will discuss and answer questions about the timeline, rules, and guidelines of the election. Candidates will be provided with the Elections Guidelines. It is **mandatory** that students seeking candidacy attend. If you cannot make any of the below meeting times, please email the Elections Committee and we can set up a meeting time to go over the process with you in lieu of attendance.

Date and Time:

Wed, April 1, 2020 @ 12:00 - 12:30 PM
Mon, April 6, 2020 @ 12:30 - 1:30 PM
Wed, April 8, 2020 @ 12:00 - 12:30 PM

Location:

Paramus Campus
Paramus Campus
Paramus Campus

Room:

S-132
Student Center Lounge
S-132

Application:

Friday, March 20, 2020 @ 9:00 AM (open)
Thursday, April 9, 2020 @ 4:00 PM (close)

The applications for each executive board position will be available online to be filled out and submitted. The supplemental portion of the application must be downloaded, printed, and handed in to the Elections Chair in the Student Leadership Commons (SC-110) or scanned and emailed to sgachiefjustice@me.bergen.edu. The form can be found at www.bergen.edu/sga. All materials must be submitted by the above due date. No exceptions will be made if handed in late.

By 12:00 PM on Friday, April 10, 2020, all candidates will have received confirmation of whether or not they are eligible to run for the respective positions they each declared candidacy for. Please note that our advisors will be checking each candidate's grades and social standing. All personal information will be strictly confidential and only known by the SGA advisors.

Please refer to the responsibilities section for a list of the application requirements.



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Campaigning, Elections, and Announcements:

Campaigning Period

Monday, April 13, 2020 @ 9:00 AM -- Sunday, April 19, 2020 @ 11:59 PM

During this period, candidates will be able to campaign. Active campaigning includes, but is not limited to: posting of flyers, literature, tabling, or other printed materials by a candidate or representative of a candidate; and/or advertising in campus media.

Candidates must prepare campaign materials and adverts prior to the designated campaigning period, but such campaign material may not be made publicly accessible until the contest officially begins.

- The spending cap for candidates to spend on their campaigning is \$100.00 and receipts must be submitted to the Office of Student Life. Please note that this cost is borne by the candidate and not reimbursed by the Student Government Association.
 - Candidates running as a group (i.e., a “ticket”) of three or more will have a spending cap of \$250.
- Any form of public endorsement from other clubs or organizations on campus is not allowed. This includes, but is not limited to, using an organization’s logo (SGA logo included), having the organization send out any promotional material for a specific candidate, and allowing the organization to table for a specific candidate.
- Candidates shall not interfere with other candidate’s campaign and shall not ask other students to obtain the necessary requirements for their application (i.e. signatures).
- Carrying around any electronic device with internet access and encouraging students to vote for or against a candidate is strictly prohibited.
- Candidates will have the opportunity to have one poster print out for their campaign that is printed by the Office of Student Life & Conduct. These posters will be solicited in advance by the elections chair.

Campaigns must be conducted in compliance with federal, state and local laws, & are subject to rules and regulations that govern the college facilities, policies, & property. Candidates are required to be courteous & respectful. **Libel & slander are prohibited.**



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Candidates Open Forum

Wednesday, April 15, 2020 - 12:30-1:30 PM, Student Center Lounge

The Elections Committee will be hosting a candidate's forum during the campaign period. This forum is **mandatory** for each member running for an Executive Board position. It will be held in the Student Center Lounge in the Pitkin Education Building of the Paramus Campus and also live streamed on the Student Government Association Instagram (@bergen_sga). The exact format of the event will be at the discretion of the Elections Committee and be determined after each candidate's eligibility is confirmed.

Election Days

Monday, April 20, 2020 @ 8:00 AM - Friday, April 24, 2020 @ 5:00 PM

During this period, currently enrolled students of Bergen Community College may actively vote for candidates in the elections. Candidates are allowed to campaign for themselves during this week; however, there are a few locations that are "neutral zones" (i.e. off limits) that candidates are not allowed to loiter near while campaigning. Please use reasonable judgement in this process. These locations include the A-101 voting area, the library, any computer labs, and the Student Leadership Commons (SC-110). Given the construction of the "One Stop Area" the Elections Committee reserve the right to alter "neutral zones."

Appeals

Saturday, April 25, 2020 - Monday, April 27, 2020 @ 8:00 AM

Appeals must be completed using the Elections Appeal form which will be emailed out to all candidates at the conclusion of the election period. Candidates will have the opportunity to bring forth appeals to SGA Advisor Ian Wolf, at this and only this time. In the event that an appeal against a candidate is deemed appropriate and viable, the SGA Advising Team in conjunction with the Elections Committee may expel the candidate in question from the election. Appeals will be reviewed in a timely fashion. At this meeting, the Elections Committee will certify the election results.



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Announcements

Tuesday, April 28th, 2020

Election results will be announced via email and the new Executive Board will be announced on the SGA's Social Media accounts once the appeals process has been completed.

Thursday, April 30, 2020 @ 5:00 PM

The new Executive Board will be announced and introduced publicly during the Student Leadership Awards. The swear-in will also take place during the ceremony in TEC-128.

All candidates must be available to attend. More details regarding the Student Leadership Awards will be distributed as the event gets closer.

Rules and Regulations

Eligibility:

All candidates must be any credit bearing students and must maintain that status for the 2020 - 2021 academic year. Any candidate on Academic or Disciplinary Probation (As defined by the college) is prohibited from contesting or occupying a position within the SGA. All candidates must have a minimum 3.0 GPA.

Available Positions:

All SGA Executive Positions are open to contest for the coming election; below is a list of all positions available.

- President
- Vice President
- Treasurer
- Chief Justice
- Executive Secretary
- Board of Trustees Alumni Representative



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For more information on each executive board position, please review the current SGA Bylaws.

For more information on the Board of Trustees Alumni Representative application process, please visit this [website](#).

Responsibilities:

Each candidate interested in running is required to fill out the application packet made available online on **Friday, March 20, 2020**.

Each candidate is responsible of completing all parts of the application including:

- Online Application
 - Candidate Bio limited to 280 characters
- Get 25 Non-SGA students to fill out an SGA Feedback Form*
- Give at least 1 in-class speech with the professor's signature confirming it; the speech should not exceed more than two minutes and it should be scheduled with the professor (via email) ahead of time in a professional and respectful manner*
- Give at least 1 presentation to a registered student organization and obtain a signature from a member of the organization's executive board or one of its respective advisors verifying it. **Candidate must present to an organization the candidate has no prior affiliation with.***
- Resume
- Attend an SGA Meeting and introduce yourself during the meeting (3/25, 4/1, or 4/8)*
- Attend Student Leadership Awards if elected for swear-in (Thursday evening, April 30th)
- 500 word maximum essay (12 point font, Times New Roman font, and double spaced) on why you are interested in running, goals/initiatives for 2020-2021 academic term, and why you are the best candidate suited for this position
- Obtain signatures of 2 SGA advisors*
- ** denotes in supplemental application*

Candidates are responsible if elected to attend all SGA related meetings. These include but are not limited to:



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- Exec Board and Advisor Meetings: Mondays @ 12:30 - 1:30 PM
- Full SGA Meetings: Wednesdays @ 12:30 - 1:30 PM
- Executive Board Meetings: Tuesday or Thursdays @ 12:30 - 1:30PM
 - This will be determined by the SGA incoming SGA President
- Professional Development Day (once every academic year)
- **Chief Justice Only** Breathe Clear Campus Club involvement
 - This will be determined under the guidance of the SGA Advising Team
- **President and Vice President Only** Monthly Board of Trustees and Faculty Senate Meetings:

Additionally, each candidate that is elected into an Executive Board position must attend a training retreat on **Monday, May 11, 2020** and **Tuesday, May 12, 2020**. Expect the training times to run from 9 AM to 3 PM.

Neutrality of Elections Committee:

All members of the Elections Committee are forbidden from publicly endorsing and actively campaigning on behalf of any candidate from the beginning of their tenure on the Elections Committee until the announcement of the results. Managers of Election Polling Locations are forbidden from publicly endorsing and actively campaigning on behalf of any candidate during the time of active campaigning and elections. Any violations of this commitment to neutrality will result in an investigation by the SGA advisors.

The Election Committee is chaired by Robin Yoo. Other members of the committee are Ariana Fernandez, David Johansson, Steven Machuca, and Alexios "Blaise" Rossman. The Elections Committee is advised by Ian Wolf.

Further Questions:

Any questions regarding campaign procedures should immediately be referred to the Election Committee at sgachiefjustice@me.bergen.edu.



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Resolution to Approve Spring 2020 Election Guidelines

Author: Robin Yoo

Sponsor: Elections Committee

Whereas, the Student Government Association (SGA) elections to determine the new Executive Board for the academic term 2020 - 2021 are approaching, and

Whereas, the Election Guidelines that govern an election should provide clear instructions on the procedures of the elections, and

Whereas, the opportunity to run for an Executive Board member of SGA is available to anyone from the student body regardless of being an SGA member or not, and

Therefore, the Election Guidelines will be presented to the Student Government Association during the SGA meeting on Wednesday, February 26, 2020 and voting will take place on Wednesday, March 4, 2020.

Best,

Robin Yoo

Elections Committee Chairman

Student Government Association (SGA) Office

SC-110B

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