

March 2016

**RE: 2016 Student Leaders Election Process**

Dear Prospective (Elected) Student Leader:

Thank you for your interest in running for a student leader position. Elected Student Leader positions require a commitment to excellence that will promote the vision and embody the core values of Harris-Stowe State University.

On campus, student leaders represent the student body before faculty, administration, staff, and University guests. Off campus, student leaders will continue to represent Harris-Stowe State University. With this in mind, **our goal** is to provide you with everything you will need to know about the expectations and responsibilities of candidates, the recommendation, election process and the timeline of the 2016 election events.

This packet contains information you will need as you make your decision to formally declare your intent to run. **Attendance at all events, dates, and times given is mandatory for all students who declare a formal intent to run.**

Please read through this packet very carefully and make sure you understand it. If at any time you have any questions, feel free to contact the Office of Student Engagement at 314-340-5030 or [studentengagement@hssu.edu](mailto:studentengagement@hssu.edu).

Ms. Katie Negron  
**Director of Student Engagement**



OFFICE OF STUDENT ENGAGEMENT

## Spring 2016 Student Leaders Elections Timeline

| Date & Time  | Event & Location  | Details  |
|--|---|--|
| March 23, 2016                                       | Student Leaders Interest Meeting<br>Location: ECEC<br>Session Time: 12:00 PM  | Only students who have attended at least one of the interest meetings and signed in will be eligible to participate in the election process. |
| March 24, 2016                                       | Student Leaders Interest Meeting<br>Location: ECEC<br>Session Time: 12:30 & 6:00  | Only students who have attended at least one of the interest meetings and signed in will be eligible to participate in the election process. |
| March 23, 2016                                       | Completed Intent Packet Due to<br>Ms. Katie Negron, Director of Student Engagement<br>Gillespie Residential Hall/Student Center<br>Time Deadline: 4:30 pm (NO EXCEPTIONS) | Only COMPLETE packets will be considered.  |
| March 25, 2016                                       | Candidate Notification of Eligibility/<br>Council Recommendation  | All Candidates will receive a notice by email.   |
|  | Emerging Leaders Program<br>February 2, 2016<br>Kickoff<br>Please contact Leonard Johnson for dates:<br>johnsonlconsulting@gmail.com                                      | Mandatory Attendance for all NEW<br>Ballot Status Candidates   |
| March 28, 2016                                       | Official Campaigning Begins   | See campaigning guidelines included in packet.   |
| April 05, 2016                                       | Debate & Speech Night<br>Location: Bosley Dining Hall<br>Time: 7PM  | Candidates must check in by 6:00 PM<br>Mandatory Attendance for all Ballot Status Candidates   |
| April 06, 2016                                       | Mr. & Miss HSSU Pageant<br>Location: HGA Main Auditorium<br>Time: 7PM   | Mandatory Attendance for all<br>Royal Court Candidates   |
| April 07, 2016                                       | ELECTION DAY<br>Location: HGA Main Floor Hallway  | Voting starts at 9:00am and ends at 7:00 pm<br>Students MUST present a valid HSSU ID in order to<br>Vote and be listed on University Roster  |
|  |   |  |
| June 9-12, 2016                                      | Programming Basics Institute;<br>University of Pittsburgh at Bradford   | Campus Activities Board E-Board Members  |
| July 21-24, 2016                                     | Leadership for Queens & Kings Konnection<br>New Orleans, Louisiana  | Royal Court  |
| July 24-29, 2016                                     | LeaderSHAPE<br>Champaign, Illinois  | Royal Court, Campus Activities Board &<br>E-Board of SGA (Mandatory) *subject to change*   |
| August 9 <sup>th</sup> Check-in<br>No later than 3PM | Leadership Retreat<br>Location: TBD<br>Time: Officially begins August 10, 2016  | All Student Leaders are required to attend.<br>SGA, including E-Board and Class Officer Elects, CAB<br>and Royal Court                       |
|  |   |  |
| May 20-21<br>June 17-18<br>July 15-16                | Summer Orientations   | Student Leaders are encouraged to attend and assist.   |

## Formal Intent to Run for Office Packet

### Overview of 2016 *from Intent to Ballot Process*

1. Attend Interest Meeting
2. Submit Completed **Intent to Run** Packet
3. New candidates must enroll and attend Emerging Leaders
4. Receive Notice
5. **Balloted Status candidates:** Attend Emerging Leaders Program and other scheduled election events

**All Intent to Run Packets must be submitted to: Ms. Katie Negron, Director of Student Engagement; Gillespie Residential Hall/Student Center**

**Date: March 23, 2016; Time: 4:30 pm (NO EXCEPTIONS)**

### **Completed Packets will include the following:**

- ✓ **Formal Intent to Run/ Statement of Intent (form enclosed)**
  - **Intent to Run Form and Statement must be completed**
- ✓ **Student Conduct Clearance Form (form enclosed)**
  - **Must NOT have a pending or opened or closed student conduct infraction within one year of intent to run submission deadline (At the discretion of Dean of Student Success or designee).**
  - **Student Conduct cases prior to one year may be evaluated by Commission in efforts to determine severity of infraction and/or pattern of behavior that would compromise the integrity of the leadership position. May be asked for explanation for infractions more than 1 year old existing in Student conduct records.**
- ✓ **Election Process Release Form (Judicial, Registrar, Media) (form enclosed)**
- ✓ **Resume'**
  - **May receive support from Career Services**
  - **Must be updated and accurate**
- ✓ **2 Letters of Reference (HSSU Faculty, Administrator, or Staff)**
  - **Must speak to observance of students demonstration of leadership strengths and/or potential**
  - **Must identify length of time knowing student and circumstances of knowledge of student**
- ✓ **Sign Candidate Contract**

### **Questions, Comments and Concerns:**

Contact: Katie Negron; Director of Student Engagement  
[negronc@hssu.edu](mailto:negronc@hssu.edu) or [studentengagement@hssu.edu](mailto:studentengagement@hssu.edu)  
314-340-5030

## Intent to Run Form

Name: \_\_\_\_\_ HSSU ID#: \_\_\_\_\_  
 Email: \_\_\_\_\_@hornets.hssu.edu Phone #: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Number Complete(**EARNED**) Credits \_\_\_\_\_ Cum. GPA \_\_\_\_\_

**\*SGA, CAB & Royal Court-** Must have a cumulative grade point average of **2.5** or better.  
**\*\* Mr. & Miss HSSU-** Must be a rising senior\*\*

Position planning to run for: (check one)

|   |   |
|---|---|
| <p><b>*Executive Board of SGA:</b></p> <p><input type="checkbox"/> President</p> <p><input type="checkbox"/> Vice President</p> <p><input type="checkbox"/> Corresponding Secretary</p> <p><input type="checkbox"/> Recording Secretary</p> <p><input type="checkbox"/> Treasurer</p> <p><input type="checkbox"/> Parliamentarian</p> | <p><b>Senior Class</b></p> <p><input type="checkbox"/> President</p> <p><input type="checkbox"/> Vice President</p> <p><input type="checkbox"/> Corresponding Secretary</p> <p><input type="checkbox"/> Recording Secretary</p> <p><input type="checkbox"/> Treasurer</p> <p><input type="checkbox"/> Parliamentarian</p>     |
| <p><b>Junior Class:</b></p> <p><input type="checkbox"/> President</p> <p><input type="checkbox"/> Vice President</p> <p><input type="checkbox"/> Corresponding Secretary</p> <p><input type="checkbox"/> Recording Secretary</p> <p><input type="checkbox"/> Treasurer</p> <p><input type="checkbox"/> Parliamentarian</p>            | <p><b>Sophomore Class:</b></p> <p><input type="checkbox"/> President</p> <p><input type="checkbox"/> Vice President</p> <p><input type="checkbox"/> Corresponding Secretary</p> <p><input type="checkbox"/> Recording Secretary</p> <p><input type="checkbox"/> Treasurer</p> <p><input type="checkbox"/> Parliamentarian</p> |
| <p><b>Royal Court:</b></p> <p><input type="checkbox"/> Miss Harris-Stowe State University</p> <p><input type="checkbox"/> Mr. Harris-Stowe State University</p>   | <p><b>Royal Court:</b></p> <p><input type="checkbox"/> Miss Senior</p> <p><input type="checkbox"/> Miss Junior</p> <p><input type="checkbox"/> Miss Sophomore</p> <p><input type="checkbox"/> Mr. Senior</p> <p><input type="checkbox"/> Mr. Junior</p> <p><input type="checkbox"/> Mr. Sophomore</p>                         |

**Campus Activities Board:**

President

*\*For those interested in Royal Court: Please be sure to get updated policies regarding the Pageant and Voting for Royal Court\*from Mr. Benjale Bailey*

## Intent to Run Statement:

Directions: Must provide a (single spaced typed, 1 to 2 pages), statement that details the following:

- Your Name, HSSU ID Number , Classification, Major
- Title of Position you are running for
- **WHY** are you interested in running for a student leadership position at this time?
- **WHAT** do you hope to accomplish if elected?
- **HOW** do you plan to establish yourself as a “*first choice*” amongst your peers that is able to “*invigorate*” student life as well as the image of the HSSU Student body throughout the St. Louis and the Midwest Region

Please use the following closing line at the end of your statement:

In closing, I, \_\_\_\_\_ (*state your first and last name*); in the event that I am nominated to Ballot Status for the 2016 Elections; **DO** accept candidacy to run for the office indicated above.

## 2016 Student Leaders Elections Process

### STUDENT CONDUCT CLEARANCE FORM

Dear Committee Chair:

My name is \_\_\_\_\_ HSSU ID# \_\_\_\_\_

I would like to run for a student leadership position during the upcoming 2016 Student Leadership Election process. As a requirement toward candidacy, I must provide evidence of my compliance with the following student conduct eligibility guidelines **and** be cleared by your office to move forward in the process:

Student Conduct Clearance Guidelines for election process:

This student indicated above:

- HAS NOT had a pending, opened, or closed student conduct infraction within one year of **March 16, 2016**
- Student conduct cases **prior to one year** before **March 16, 2016** may be cleared at committee's chair discretion. However, this clearance is contingent on the Electoral Commission's review in efforts to determine severity of infraction and/or pattern of behavior and protect the integrity of the student leadership position. Student may be asked for explanation of infractions that occurred more than 1 year ago from **March 16, 2016**.

#### Chair's Administrators Response

Based on the guidelines provided above, this student:

- HAS Student Conduct Clearance, no further comments
- HAS Student Conduct Clearance, WITH need for Commission explanation (occurrences prior to 1 year ago)
- DOES NOT have Student Conduct Clearance

Note: Infractions occurring between this day and date of Intent to Run submission deadline may disqualify student from running.

\_\_\_\_\_  
Mr. Katie Negron,  
Director of Student Engagement

\_\_\_\_\_  
Date

## 2016 Student Leaders Elections Process Release Form

### Permission for Student Conduct Release

I, \_\_\_\_\_, give permission to the Office of Student Engagement to access my student conduct record, if necessary, in determining my eligibility to run for an office in the upcoming Student Leaders Elections.

### Permission for ACADEMIC RECORDS/TRANSCRIPTS Release

I, \_\_\_\_\_, give permission to the Office of Student Engagement to access my academic records/transcripts in determining my eligibility to run for an office in the upcoming Student Leaders Elections.

### Permission for MEDIA Release

I, \_\_\_\_\_, give permission to the Office of Student Engagement to use pictures of me, excerpts of my statements (written or verbal) towards candidacy and election in various media resources on campus as it relates to the upcoming elections and student leadership initiatives here at Harris-Stowe State University.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Student Petition

Hello, my name is \_\_\_\_\_ and I am seeking the position of \_\_\_\_\_ for \_\_\_\_\_ (organization) for the academic year Two thousand sixteen/Two Thousand seventeen (2016-2017). I cannot reach this goal without your support and signature. So, if you feel that I am a worthy candidate for this position, please place your signature below. THANK YOU

- |           |           |
|-----------|-----------|
| 1. _____  | 26. _____ |
| 2. _____  | 27. _____ |
| 3. _____  | 28. _____ |
| 4. _____  | 29. _____ |
| 5. _____  | 30. _____ |
| 6. _____  | 31. _____ |
| 7. _____  | 32. _____ |
| 8. _____  | 33. _____ |
| 9. _____  | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |



20. \_\_\_\_\_

45. \_\_\_\_\_

21. \_\_\_\_\_

46. \_\_\_\_\_

22. \_\_\_\_\_

47. \_\_\_\_\_

23. \_\_\_\_\_

48. \_\_\_\_\_

24. \_\_\_\_\_

49. \_\_\_\_\_

25. \_\_\_\_\_

50. \_\_\_\_\_

## CAMPAIGN GUIDELINES

### CAMPAIGNING CAN TAKE PLACE ONLY FROM 8AM TO 9 PM (SUNDAY-SATURDAY)

#### *CANDIDATES MAY:*

1. POST SIGNS & POSTERS IN APPROVED AREAS but **NOT WINDOWS or Public DOORS**, ONCE THEY HAVE THE HSSU APPROVED STAMP. CANDIDATES ARE REQUIRED TO REMOVE ALL SIGNS AND CAMPAIGN LITERATURE FOLLOWING ELECTIONS (PLEASE DO NOT PLACE SIGN ON TREES unless Greek Organizations gives you permission).
2. DISTRIBUTE BUTTONS, BALLOONS, BUBBLE GUM, SMALL PIECES OF CANDY, PENCILS AND OTHER SMALL PROMOTIONAL ITEMS.
3. MEET WITH ANY CAMPUS ORGANIZATION, UPON APPROVAL/INVITATION OF THE RESPECTIVE ORGANIZATION.
4. HOST EVENT AFTER FILLING OUT THE PROPER EVENT RESERVATION FORM LOCATED IN THE OFFICE OF STUDENT ENGAGEMENT

**\*\* ALL CAMPAIGNING MATERIALS MUST BE CLEANED UP 24 HOURS AFTER ELECTION DAY OR THE CANDIDATE WILL BE FINED A \$250 CLEANING FEE WHICH WILL BE CHARGED TO HIS/HER STUDENT ACCOUNT\*\***

#### *CANDIDATES MAY NOT:*

1. REMOVE POSTERS OR OTHER CAMPAIGN LITERATURE OF OPPONENTS.
2. MUD SLING OR BASH ANY OTHER CANDIDATE AT ANY TIME DURING THE CAMPAIGN.
3. RECEIVE EXCUSES IF THEY MISS CLASSES DURING THE ELECTION PROCESS, **(PERSONS WHO CHOOSE TO MISS CLASSES, DO SO AT THEIR OWN RISK)**.
4. USE PROFANITY AND VULGARITY AT ANY TIME DURING THE CAMPAIGN.
5. USE SMOKE OR FLAMMABLE MATERIALS DURING SPEECHES, DEBATE OR PAGEANTS.
6. SPRAY PAINT ANYTHING AT ANYTIME

7. USE ANY PAPER SIZE BIGGER THAN A 11 X 17

**\*\*IF A CANDIDATE OR A CANDIDATE'S CAMPAIGN TEAM MEMBER IS FOUNDING DOING ANY OF THE ABOVE, THE CANDIDATE WILL BE DISQUALIFIED.**

## **ELECTION RULES AND REGULATIONS**

1. Each candidate shall be responsible for knowing and complying with the rules and procedures of the election.
2. Each candidate is responsible for knowing all the regulations which apply to the distribution and posting of materials on campus, and for complying with those regulations.
3. You are responsible for all campaigning done on your behalf (including others campaigning under your direction). Any violation of the above stated rules by anyone will be investigated by the Office of Student Engagement.
4. You **MUST** submit names of all individuals who are on your campaign team
5. Posters, flyers and banners must be approved by the Office of Student Engagement. **NO** banner can be bigger than 11 by 17
6. While you can chalk, there will be **NO** spray painting anywhere.
7. Absolutely **NO** campaigning on windows of any University Properties
8. You may not misrepresent your opponent by making personal accusations, either directly or indirectly. You may not misrepresent your opponent to the public or by fabricating violations against them.
9. Campaigning occurring during unauthorized periods is subject to investigation and consequences such as disqualification.
10. Campaigning through direct email and online social directories (such as Facebook, Twitter, etc.) is permitted but no communications may refer to another candidate.

## **COMPLAINTS AND VIOLATIONS**

If you discover any violation of these rules, you must contact the Office of Student Engagement. If your opponent refuses to acknowledge the violation or correct the violation within 24 hours, then a formal complaint can be filed with the Office of Student Engagement.

If you have any questions about a campaign method, err on the side of caution. Contact the Office of Student Engagement or the Student Electoral Commission before you perform a questionable action.

## **QUALIFICATIONS FOR PLACEMENT ON THE BALLOT**

Candidates who successfully complete election packets, attend the mandatory session, submit their required documents and candidate agreements, shall be considered formal candidates and shall have their names placed on the official ballot.

Any violations of election rules and regulations can result in disqualification from the election.

## **PROTESTS**

All protests concerning elections must be submitted in writing to the Division of Student Affairs within 24 hours of the protested action. It is the responsibility of the person submitting the protest to provide all relevant data to support their claim of protest at the time of the submission of the claim. A protest must relate to the election procedures.

**CANDIDATES MUST REMOVE ALL OF THEIR CAMPAIGN MATERIALS FROM CAMPUS BY APRIL 8, 2016. YOU ARE RESPONSIBLE FOR YOUR TABLES ON ELECTION DAY.**

## CANDIDATE CONTRACT

By signing this candidate contract, I acknowledge that I will conduct a fair campaign and follow all University and election policies. Furthermore, I agree to perform the associated duties of the position for which I'm running if elected. Failure to uphold the duties of the office at any time during the term of office may result in removal from the office and/or the organization as specified in the Student Handbook.

I have read the election policies and rules and will adhere to them.

Print Name: \_\_\_\_\_

Position for which you are running: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Campaign Team Names (PLEASE PRINT)

- |  |   |
|--|---|
| 1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____<br>6. _____ | 7. _____<br>8. _____<br>9. _____<br>10. _____<br>11. _____<br>12. _____ |
|--|---|