

# **Student Government Association and Class Council Candidate Information Packet**



2020 Election Season

January 15, 2020

Questions? [spelmanelections@gmail.com](mailto:spelmanelections@gmail.com)

Spelman College Student Body  
Spelman College  
350 Spelman Lane  
Atlanta, Georgia 30314

Dear Potential Candidates:

I am very excited about this year's Class Council and SGA elections. As the Elections Commissioner, I have formatted this election packet to outline the rules and responsibilities you must adhere to during elections. The Election Commission plans to administer a fair and enjoyable campaigning experience and we hope you will use this packet as a resource during the experience.

By picking up this packet you are making your first step to becoming involved in issues related to student governance and engagement. It is necessary that you read this packet thoroughly.

As the Elections Commissioner, I am dedicated to creating a space where the elections run smoothly, equally, and most importantly, in a sisterly manner.

Sisterly,

A handwritten signature in black ink, appearing to read 'Devin Wright', with a stylized, cursive script.

Devin Wright

Elections Commissioner

## **Packet Content**

Questions? [spelmanelections@gmail.com](mailto:spelmanelections@gmail.com)

- I. Timeline & Activities
- II. Policies & Procedures
- III. Campaign Regulations
- IV. Available Elected Positions
- V. Application Access

## **I. Timeline & Activities**

January 16, 2020	Mandatory Meeting for prospective candidates in Science Center 134 at 6:00 p.m.
January 26, 2020	Submit Application packets on-line at <u>Spellink</u> by <b>11:00 p.m.</b> on this date
January 29, 2020	Official candidate notification via Email
January 30, 2020	Candidates may begin submitting digital promotion designs for approval to the Spelman Elections email
February 2-7, 2020	Physical poster/flyer approval in OSLE in Upper Manley
February 10, 2020	Campaigning begins: Candidates may distribute APPROVED paper endorsements & may place APPROVED posters in designated area. (See Guidelines)
February 18, 2020	Mandatory Class Council Speeches in Upper Manley at 6:00 p.m.
February 19, 2020	Mandatory SGA Speeches in Upper Manley at 6:00 p.m.

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February 20, 2020

VOTE

February 21, 2020

**ALL** campaign materials must be removed from campus, social media, etc.

February 21, 2020

Announcement of Class Council and SGA Officers via SGA Twitter/  
Campus email

## **II. Policies and Procedures**

### **Candidate Qualifications**

- All candidates must have a cumulative grade point average of 3.0 on a 4.0 scale at the time of election. This academic standard must be maintained throughout the tenure of office.
- All candidates must further be in good financial and disciplinary standing with the College.
- All candidates must have completed at least one year of academic study at Spelman College and must be enrolled as a full-time student during the term in office.
- Students who plan to study abroad or participate in a domestic exchange program during the upcoming year may not seek office.
- Students who plan to serve as a Resident Advisor, a PAL, on the Miss Spelman Advisory Board, or on Pulse may not serve on SGA at the same time. This qualification does not apply to students interested in Class Council or Student Trustee.

### **Clearance Process**

- The Elections Commission, with leadership from the SGA Advisor, shall verify all applications. Candidates shall be notified of their eligibility and ballots shall be prepared.

### **Voting**

- Voting shall occur electronically via an email sent by the SGA office. The Elections Commission and the Office of Student Life and Engagement shall oversee all phases of the elections operation and processes on Election Day.

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- Only currently enrolled students of Spelman College can vote. Students who are studying abroad are allowed to vote through the online link.
- The voting instrument will be determined and validated by the Office of Student Life and Engagement and facilitated by a third-party vendor.
- All elections shall be decided by a majority vote.
- The candidate who receives the highest number of votes of the total voting population determines a majority vote.
- All positions shall include the option of abstention.
- All students may vote for SGA positions.
- Students from their respective classes may vote on the candidates for their class council. Your classification **as indicated by the Registrar's Office**, will be used to determine what class you can vote for.

#### SPECIAL ELECTIONS & SURVEYS

- Student Trustee - During the year of voting for the Student Trustee, the 3 candidates with the highest amount of votes will be invited to the Board of Trustees for an interview. The Board will then determine the incumbent for this position.
- Miss Spelman College – Popular voting for the Miss Spelman College will be conducted on the night of the pageant. Student voting for the pageant constitutes 20% of the total score. These scores will be added to the other phases of the completion.
- Surveys – Student surveys may be included on the ballot. These can include, but are not limited to Homecoming, global excursions...

#### VOTE TALLYING AND POSTING

- All voting is conducted electronically by a third party vendor selected by the Office of Student Life and Engagement (OSLE).
- The candidate who receives the most votes will be declared the winner of the run-off election.
- In the case of co-positions, the top two candidates with the most votes shall be declared the winners.
- The name of the candidates, their winning percentages and the actual votes captured shall be included in the ballot tally report.
- The Office of Student Life and Engagement will send an email to the student body and SGA will send out the results via Instagram.

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# III. CAMPAIGN REGULATIONS

## General Information

- The dates for campaigning are listed in the official calendar. All campaign materials must be removed by 11:00 pm on the eve of voting day from Spelman's campus and social media. No campaign materials or initiatives shall defame or damage campus buildings and grounds in any manner. Any materials with such potential will be removed immediately and will result in candidate disqualification.
- **CAMPAIGN MATERIALS MAY NOT BE PLACED ANYWHERE ELSE BESIDES THE BLUE WALL AND BRICK WALL IN UPPER MANLEY ON CAMPUS.**
- All candidates must submit a brief personal statement stating your history and your platform. Statements should be no more than 500 words double spaced. This statement must be submitted electronically on ENGAGE.
- All questions regarding the electoral process must be submitted to the Elections Commissioner in writing via e-mail (spelmanelections@gmail.com). Decisions regarding elections issues will be determined by the Elections Committee by vote. Please read entire packet before emailing.

## Platforms, Speeches & Debates

- All candidates shall prepare a speech that is limited to one (1) minute in length, with the exception of candidates for President and Vice President.
- Vice Presidential candidates shall have three (3) minutes.
- Presidential candidates shall have five (5) minutes.
- All candidates shall be given one (1) minute based on the discretion of the Elections Committee to answer a question.
- Audience members will also be allowed to ask one question once all candidates have completed their given question (questions must be submitted to the Elections Commissioner).
- Speeches are mandatory for all candidates and will take place in Upper Manley.
- All candidates must be present and check-in no later than 30 minutes prior to the start of the activities. All candidates must be present for the duration of speeches and debates.
- If there is a schedule conflict, the candidate must notify the Election Commission Chair within 24 hours of the speech presentation date to conspire upon alternative presentational options.

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- In the event that a candidate cannot attend the speeches, they may designate a peer Spelman student from their campaign team to read the speech in their absence.

### Meet the Candidates

All candidates shall be given space during a regularly scheduled Market Friday to campaign and meet students. With the exception of pre-wrapped items (candy, beverages, snacks, etc.), food distribution is prohibited. **The candidate must have a member of their campaign team manning the table at all times.**

### Publicity

- Prior to duplicating, all campaign materials must be approved by a member of the Election Commission (including, handbills, posters, banners, displays, etc.).
- All campaign materials must follow all posting guidelines as prescribed by The Office of Student Activities and the Election Commission.
- Posters may be no more than 14" x 22" in dimension. No more than 10 flyers and posters per candidate are to be posted on the Spelman campus at any one time.
- An unlimited quantity of 4" x 5.5" handbills shall be permitted by candidates, under the assumption that she will be responsible for her own litter, and they violate no other regulations.
- One banner is permitted per candidate, and the banner length may not exceed 8'. Banners space must be reserved in advance through the elections committee.
- Approvals for banner hanging should be secured in writing prior to the hanging of banners and acknowledges regulations compliance.
- **CAMPAIGN MATERIALS MAY NOT BE PLACED ANYWHERE ELSE BESIDES THE BLUE WALL IN UPPER MANLEY.**
- Sidewalk chalk may be used only on the Lower Manley Patio. Candidates are responsible for removing this form of advertisement at the conclusion of the election period.
- Candidates may not remove or substitute their materials for another candidate's materials and will be subject to disqualification.
- **All social media posts should be removed by the deadline.**

**Note: If a candidate is disqualified for any reason, they will be notified by the Election Commissioner. Upon notification of disqualification, the candidate will have 24-hour period to clean up all campaign paraphernalia. If clean up is not completed within 24 hours, the candidate will be subject to clean up fees as determined by Aramark.**

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- There should be no candidate specific campaign material on campus anywhere during the voting process. If campaign materials are not removed by 12:00 p.m. by February 21, 2020, the candidate will be subject to disqualification.
- There should be no verbal candidate specific campaigning anytime after the end of campaign period and during the election process.
- Social media publicity should be used with caution
- Candidates and their campaign teams are responsible for any material that contains their name, image, or logo.
- Any complaint about the election and campaign process should be submitted typed in duplicate to the SGA Elections Commissioner. Upon request, a complaint form will be provided.

### Expenses

- Candidates must submit receipts and Campaign Budget Form in a sealed envelope with each purchase as campaign materials are released to the campus.

NOTE: All donations received must include a type letter from donor stating donation accompanied by a receipt. **NO ANONYMOUS DONATIONS ARE PERMITTED.**

- Please keep in mind that it is not necessary to spend an excessive amount of money on a campaign, as the use of creativity will help minimize costs.

### Disqualification

All candidates must abide by the aforementioned policies. Over the duration of the campaign period, each candidate is expected to respect all other candidates. Negative comments or actions will not be tolerated. Moreover, all policies governing Spelman College should be adhered to and most importantly respected by all candidates.

If a candidate does not abide by the rules and regulations, the Elections Commissioner will send a warning email. If the problem is not addressed, the Elections Commissioner will debrief with the commission to determine a recommendation for disqualification. If a candidate is recommended for disqualification, the Director of Student Activities will make the final determination and any subsequent appeals.

### Post-Election Commitments

- All elected executive officers must attend the SSGA transition retreat held in the Spring.
- All elected executive officers must attend the Leadership Institutes Training (L.I.T.) and New Student Orientation (NSO)

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## **IV. Available Elected Positions**

### **Spelman Student Government Association**

#### **Executive Board Roles and Responsibilities**

The SSGA Executive Board responsibilities include, but are not limited to, the following:

1. Represent the opinion of the student body in all matters
2. Actively submit proposals for improvement to campus life and operations on behalf of the student body
3. Sponsor, implement, and attend activities and programs on behalf of the SGA
4. Participate in external activities in conjunction with other student governments
5. Develop SGA budget
6. Serve as the approving body for all new registered student organizations
7. Hold weekly office hours to address student concerns relating to her position.
8. Failure to abide by the above stated policies shall result in implementation of the removal process

#### **SSGA Roles and Responsibilities**

1. The President shall:
  - a. Serve as Chief Officer of the Executive Board and official representative of the student body
  - b. Serves as a liaison to the Spelman administration and other departments
  - c. Preside over all Executive Board, Town Halls, general body and Town Hall Meetings
  - d. Introduces new proposals from the House of Representatives to the Executive Board
  - e. Sign or veto proposals to submit to the SSGA Advisor
  - f. Serve as a voting member in the case of a tie
  - g. Appoint students to vacant positions. All appointments and approvals must be made within two weeks after interviews are completed
  - h. Delegate tasks, projects or duties as appropriate to any member(s) of the SSGA

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- i. Maintain clear and consistent communication regarding all components of your role
  - j. Complete other duties as assigned by the SSGA Advisor
2. The Vice-President shall:
  - a. Assume the duties of the President upon the request, absence, or removal of the President
  - b. Assist the President in general policy and administration of the Executive Board
  - c. Serve as the Speaker of the House of Representatives
  - d. Appoint the House of Representative Secretary, Membership Director, Parliamentarian, and Committee Chairpersons (5)
  - e. Ensure that approved proposals are submitted to the appropriate Spelman College administrator within two weeks of proposal review and approval
  - f. Report weekly on the status of submitted proposals during Executive Board and regularly during Town Hall meetings. At discretion, appoint no more than three (3) advisors to serve as interns within the parameters of the duties listed above.
  - g. Maintain clear and consistent communication regarding all components of your role
  - h. Serve as a voting member of the SGA Executive Board
3. The Secretary of Academic Affairs shall:
  - a. Serve as the liaison between the student body and Provost and Vice President of Academic Affairs and Academic Deans
  - b. Assume the duties of the President upon the request, absence or removal of the President and the Vice President
  - c. Oversee student concerns pertaining to academics through various mechanisms
  - d. Work with Undergraduate Studies and faculty departments to provide programs and services to enhance the academic experience
  - e. Maintain clear and consistent communication regarding all components of your role
  - f. Serve as a voting member of the SGA Executive Board.
4. The Secretary of Business and Finance shall:
  - a. Serve as the liaison between the student body and the Vice President of Business and Finance or Director of Business & Administrative Services
  - b. Chair and Operate the SAFAC Committee
  - c. Manage the SGA budget
  - d. Manage the revenue of SGA
  - e. Ensure that all scholarships are managed and distributed annually in accordance with College financial aid standards
  - f. Present financial report at each SGA General Body Meeting
  - g. Handle the financial responsibilities required for all SGA hosted events
  - h. Develop SGA budget with the approval of the Executive Board by October 1.

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- i. Maintain clear and consistent communication regarding all components of your role
  - j. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, and the Secretary of Academic Affairs
  - k. Serve as a voting member of the SGA Executive Board
5. The Secretary of Student Affairs shall:
- a. Serve as the liaison between the student body and, the Vice President of Student Affairs and Dean of Students
  - b. Communicate student issues and concerns to the Dean of Students for immediate resolution
  - c. Work with the Market Friday Director to ensure all responsibilities required for Market Friday are met
  - d. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, the Secretary of Academic Affairs and the Secretary of Business and Finance
  - e. Manage operations of My Sisters' Closet
  - f. Maintain clear and consistent communication regarding all components of your role
  - g. Serve as a voting member of the SGA Executive Board.
6. The Secretary of Enrollment Management shall:
- a. Serve as the liaison between the student body and the Vice President of Enrollment Management
  - b. Work in collaboration with all divisions of Enrollment Management (Admissions, Financial Aid, Career Planning & Development, Cooperative Education and Registrar) to assist with recruitment, enrollment, retention and graduation of Spelman students
  - c. Work with Career Planning & Development to promote professional and career development within student body
  - d. Maintain clear and consistent communication regarding all components of your role
  - e. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Secretary of Finance and the Secretary of Student Affairs
  - f. Serve as a voting member of the SGA Executive Board
  - g. The Secretary of Institutional Advancement shall:
  - h. Serve as a liaison between the student body and the divisions of College Relations and Institutional Advancement
  - i. Work with the Division of Institutional Advancement to identify and coordinate efforts to generate funds for the SGA Scholarship Program

- j. Help with outreach and community engagement via assistance with regional engagements (LCE)
  - k. Work with College Relations to enhance recent graduate/alumnae giving
  - l. Work with Alumnae Affairs to enhance mentoring program between students and alumnae (SPECIAL EVENTS)
  - m. Be responsible for all SGA fundraisers and student giving campaigns
  - n. Maintain clear and consistent communication regarding all components of your role
  - o. Serve as a voting member of the SGA Executive Board
  - p. The Secretary of Institutional Advancement shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, and the Secretary of Enrollment Management.
7. The Secretary of Institutional Advancement shall:
- a. Serve as a liaison between the student body and the divisions of College Relations and Institutional Advancement
  - b. Work with the Division of Institutional Advancement to identify and coordinate efforts to generate funds for the SGA Scholarship Program
  - c. Help with outreach and community engagement via assistance with regional engagements (LCE)
  - d. Work with College Relations to enhance recent graduate/alumnae giving
  - e. Work with Alumnae Affairs to enhance mentoring program between students and alumnae (SPECIAL EVENTS)
  - f. Be responsible for all SGA fundraisers and student giving campaigns
  - g. Maintain clear and consistent communication regarding all components of your role
  - h. Serve as a voting member of the SGA Executive Board
  - i. The Secretary of Institutional Advancement shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, and the Secretary of Enrollment Management.
8. The Secretary of Spelman Technology Services
- a. Serve as a liaison between the student body and Spelman Technology Services.
  - b. Meet with the Vice President and the STS strategy team at least once a month.
  - c. Work in collaboration with all areas of the STS to ensure all aspects of the division are meeting student needs.
  - d. Establish direct lines of communication between Spelman Technology Services and Students
  - e. Maintain clear and consistent communication regarding all components of your role

- f. Serve as a voting member of the SSGA Executive Board.
  - g. The Secretary of Spelman Technology Services shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, the Secretary of Enrollment Management, and the Secretary of College Relations and Institutional Advancement.
9. The Secretary of Institutional Research Planning and Effectiveness
- a. Serve as a liaison between the student body and the Office of Institutional Research Planning and Effectiveness
  - b. Work in collaboration with the Office of Institutional Research Planning and Effectiveness to assist with initiatives and projects related to institutional performance and student achievement.
  - c. Assist in the creation of all SSGA surveys
  - d. Maintain clear and consistent communication regarding all components of your role
  - e. Serve as a voting member of SSGA Executive Board.
  - f. The Secretary of Institutional Research Planning and Effectiveness shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, the Secretary of Enrollment Management, the Secretary of College Relations and Institutional Advancement, and the Secretary of Spelman Technology Services.

### **Student Trustee**

To be eligible for the three-year student trustee position, a candidate must be a second-semester first-year student. The student trustee position is not an SSGA office, and the student trustee does not represent the SSGA or student body on the Board of Trustees. The Spelman Board reserves a seat to be filled by a current student. The student brings the benefit of their and their colleagues' experiences to Board discussions and actions, but is not expected to advocate for student positions on a matter. The SSGA President sits with the Board and represents the constituency's views and advocates on behalf of the student body that voted them into office.

The student trustee is not permitted to hold an SSGA office during their term as a trustee. This exclusion includes all SSGA offices, class offices, and any position filled as part of the SSGA election process.

The Spelman College Board of Trustees is a self-nominating Board and has the sole authority to appoint Trustees. The SSGA elections are a vehicle to identify individuals to be considered by the Board to fill the Student Trustee seat.

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The student trustee is expected to serve as a role model for other students. The Student Trustee must:

- Fully satisfy the Spelman standard of conduct.
- Maintain high academic achievement.
- Remain in good financial standing with the College
- Remain enrolled as a student throughout the term of office on the Board of Trustees. Failure to do so will result in disqualification and removal.

### Student Trustee Selection Process

First-year students wishing to be considered for the position of student trustee should complete the online application packet made available by the SSGA Elections Commission.

Each prospective candidate must be cleared by the College's administration and complete a brief screening interview confirming that they meet the qualifications for student trustee. (The deadline for submitting applications is shared during the mandatory meeting for prospective candidates.)

Candidates should follow the timeline and activities distributed by the SSGA Elections Commission. Although the candidates appear on the "election" ballot, please note that this is not the final stage in the process. The names of the three candidates receiving the most votes from the Spelman student body and potential candidates for the Student Trustee seat will be forwarded to the Spelman Board of Trustees as recommendations for the Student Trustee seat; a current resume will also be forwarded.

The Board will not receive information about the number of votes each individual received and the candidates are not forwarded with a rank.

A select group of Spelman Trustees will review each nominee's background materials, interview each of them, and make a recommendation to the full Board of Trustees. The Board of Trustees will make the final selection at its regularly scheduled meeting in April.

If you have questions or want additional information about the role and responsibilities, please contact Nia Malone, the current Student Trustee, at [nmalone1@scmail.spelman.edu](mailto:nmalone1@scmail.spelman.edu).

### Class Council Executive Board

As a subsidiary of SGA, Class Councils are the governing bodies for each respective class – First Year, Sophomore, Junior and Senior. Their primary role is to provide leadership, programs and activities of interest to members of their class. In addition, Class Councils serve as a vehicle by which the Spelman administration may disseminate pertinent information to a specific class of students.

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While their structure is a subsidiary of the SGA, Class Councils are allowed to operate independently of SGA in most circumstances. Class Council positions are elected during the SGA Election, and all candidates must meet the same standards of SGA officers in order to be eligible. The Executive Branch of each council shall be comprised of: President, Vice-President, Secretary, Treasurer, Co-Social Chairpersons (2), Co-Publicity Chairpersons (2), SGA Representative (1), and Chief Justice.

## **Duties of Class Council Officers**

1. **The President shall:**
  - a. Serve as Chief Executive Officer of Class Council
  - b. Serve as a liaison between Class Council, administration and other organizations
  - c. Document student ideas, questions, concerns and issues and work with the Dean of Students address and bring to a resolution
  - d. Preside over all council meetings
  - e. Assign additional tasks, projects or duties that are within reason to any member(s) of the Executive Board
  - f. Appoint vacant positions in conjunction with the Vice President
2. **The Vice President shall:**
  - a. Serve in the absence of the President
  - b. Oversee activities of council committees
3. **The Secretary shall:**
  - a. Preside in the absence of both the President and Vice-President
  - b. Keep an accurate, legible, and permanent record of all Council meetings, including attendance records
  - c. Document and distribute minutes to President of the College, Vice-Presidents and Deans after review and approval by SGA and the Office of Student Life & Engagement
  - d. Maintain and distribute contact information of all Council members with appropriate organizations and departments
  - e. Handle all correspondence of the Executive Board
  - f. Set a meeting schedule for the semester
  - g. Oversee administrative duties
4. **The Treasurer shall:**
  - a. Keep accurate records of all expenditures made by the Class Council
  - b. Prepare necessary paperwork for all monetary transactions of the council
  - c. Attend all SAFAC meetings under the jurisdiction of the SGA Secretary of Finance.
5. **The Co-Publicity Chairpersons shall:**
  - a. Create and distribute publicity concerning all Class Council activities



6. **The Co-Social Chairpersons shall:**
  - a. Plan, coordinate and implement programs and activities of the Class Council
7. **The SGA Representative shall:**
  - a. Serve as liaison between the respective Class Council and the SGA
  - b. Attend House of Representatives meetings
8. **The Class Justice shall:**
  - a. Assist the Chief Justice and Dean of Students in all student conduct proceedings
  - b. Assure that the class council is in compliance with the SGA Constitution
  - c. Assist the Chief Justice in all duties of the Judicial Branch

### **Application Access**

1. **OSLE will send out an email on January 17th with a link to apply via ENGAGE**
2. **Register Using your Spelman Email Address**
3. **Fill out all components of the application**
4. **Submit before January 26th at 11:00pm**