

**ELECTION
2016**



GOVERNORS STATE UNIVERSITY

STUDENT SENATE

ELECTION AND PETITION PACKET

SPRING SEMESTER 2016

TERM OF OFFICE

April 2016 - April 2017



TABLE OF CONTENTS

I.	CAMPAIGN MATERIAL	3
II.	POSITION AVAILABLE	3
III.	CANDIDATE ELIGIBILITY	3
IV.	VOTER ELIGIBILITY	4
V.	ELECTION DATES	4
VI.	POLLING AREA	4
VII.	ELECTION TIMETABLE	4
VIII.	ELECTION GUIDELINES	5
IX.	DUTIES OF THE STUDENT SENATOR	5
X.	ATTENTION CANDIDATE	6
XI.	NOMINATING PETITION	7-8
XII.	CANDIDATE'S AFFIDAVIT	9

A MESSAGE TO THE CANDIDATES

The Student Senate Bylaws and Election Committee (BEC) have approved these election guidelines. The BEC exercises full control and authority over procedures for the election process. The Office of Student Life, to insure continuity of all election processes, administers the election under these guidelines as a service. Suggestions are always welcome and can be forwarded to the BEC c/o the Office of Student Life.

**CAMPAIGN WEEK March 21-25, 2016
ELECTIONS – March 28 – April 1, 2016**

I. Campaign Material:

All candidates are encouraged to actively campaign. Students will not vote for you if they do not know who you are. You are encouraged to submit an electronic photo and relevant material (in relation to the Student Senate seat you seek) about yourself for posting on the voting web site. Campaigning may begin AFTER submission of the Nominating Petition. It is up to you to motivate students to vote for you!

THE OFFICE OF STUDENT LIFE OFFERS CANDIDATES:

20 CAMPAIGN FLYERS

II. Student Senate Positions Available:

<i>Represented Units</i>	<i>Positions Available</i>	<i>Term Length</i>
College of Arts and Science	4	One Year
College of Business and Public Administration	4	One Year
College of Education	4	One Year
College of Health and Human Services	4	One Year

Student Senate executive officer positions (president, vice-president, secretary, and treasurer) are elected from within the Student Senate membership. Officer elections are open to all GSU students

III. Candidate and Elected Student Eligibility:

- A. Must be currently enrolled in courses for credit at Governors State University.
 - 1. Undergraduate candidates: must be enrolled for at least six (6) credit hours.
 - 2. Graduate candidates: must be enrolled for at least three (3) credit hours.
- B. Must be enrolled in the college whose collegial representative position he/she seeks.
- C. Must be able to attend Student Senate meetings.
 - a. Bi-weekly Fridays of each month at 3:30 – 4:45 p.m.
- D. May not be graduating before June 2016.
- D. May not be a full-time university employee.
- E. Must be in academic good standing – not currently on academic probation, disciplinary probation or suspension. Students must maintain a minimum cumulative G.P.A. as follows:
 - 1. Undergraduate student: 2.0 on a 4.0 scale.
 - 2. Graduate student: 3.0 on a 4.0 scale.

A student's eligibility, verified by the Registrar's office, will be processed by the Assistant Dean of Students or designee.

- F. A candidate may not concurrently hold more than one of the following student positions:
1. Student Senate Executive Committee member
 2. Editor-in-Chief of any official student publication
 3. Managing Editor of any official student publication
 4. GSU Board of Trustees Student Representative
 5. Illinois Board of Higher Education/Student Advisory Committee Representative
 6. Chairperson of the Student Communications Coordinating Committee

These criteria are verified each semester after add/drop registration.

IV. Eligible candidates must submit the following:

- A. Complete application with appropriate signatures.
- B. Attach a 250 word essay addressing the following:
1. Why you want to join the student senate?
 2. What skills are you able to bring to the student senate?
 3. What you plan to achieve once elected?
- C. Transcript

IV. Voter Eligibility:

Any student who is currently enrolled at GSU for the Spring Semester 2016 in good standing..

V. Election Dates:

Monday, March 28, 2016
Tuesday, March 29, 2016
Wednesday, March 30, 2016
Thursday, March 31, 2016
Friday, April 1, 2016

- VI. **Polling Area:** Any computer or electronic device with internet access can be a polling area. To access the voting site, go to <https://eballot.votenet.com/GOVST>. Candidates are prohibited from interacting with an active voter.

VII. Election Timetable:

- A. **Tuesday, January 19** --- Packets become available for candidates from the Student Senate website at <http://www.govst.edu/studentsenate/>.
- B. **Thursday, February 25** --- Completed, time-stamped candidate petitions, 250 word essay and transcript are due to Assistant Dean of Students (A2104) by 5pm.
- C. **Monday - Friday, March 21 – March 25** ---**Campaign Week** – candidates create campaign materials and are actively campaigning.
- D. **Thursday, March 24 – Campaign Fair** -- Candidates will be provided a space in Hall of Governors to give students a short synopsis of their campaign platform and engage votes.
- E. **Monday, March 28 – Friday, April 1** --- Elections will be held online at <https://eballot.votenet.com/GOVST>.
- F. **Monday, April 4**--- Election Report received from Votenet Solutions with unofficial results posted on the Student Senate website.
- G. **Tuesday, April 5** --- Deadline for filing written appeals is 5pm (Assistant Dean of Students – Room A2104).
- H. **Thursday, April 7** --- Appeals reviewed and certification of results completed with official results posted on the Student Senate website.
- J. **Friday, April 8** --- Swearing-in ceremony new student senators held 3:30 p.m., TBA.
- K. **Friday, April 15** --- Student Leadership Conference, 12noon-3pm, Student Commons (TBA).
- L. **Friday, April 22** --- Election of Student Senate officers, TBA.

VIII. **Election Guidelines:**

- A. Posting of fliers is allowed on Student Life posting boards. Candidates must turn in 11 copies of their flyer to the Student Life (A2100). Posting elsewhere is the responsibility of the candidate and shall adhere to the guidelines of the area and/or University.
- B. A candidate’s position on the ballot will be determined by chronological order of return of his/her correctly submitted petition in accordance with the Student Senate candidate petition’s time stamped receipt.
- C. Ballots will be electronically counted by Votenet Solutions with the final report sent to the Assistant Dean of Students.
- D. In the event of a tie, the election of a representative will be decided by the Student Senate Bylaws and Election Committee in conjunction with the Assistant Dean of Students.

IX. Duties of the Student Senator:

Upon accepting a position with the Student Senate, I shall faithfully fulfill the duties and responsibilities of the position as outlined in the Governors State University Constitution, Robert's Rules of Order, and the Governors State University Student Senate Bylaws.

- A. Attend the mandatory GSU Student Senate Leadership Conference, held prior to the initial student senate meeting.
- B. Be knowledgeable of duties and fulfillment of such duties as outlined in the Student Senate Bylaws.
- C. Attend all Senate meetings (regular and special) as stated in the Student Senate Bylaws, unless excused by the Student Senate President, President's designee or Secretary.
- D. Attend Executive Committee and committee meetings as applicable.
- E. Preside at and conduct all committee meetings required by his/her office on a regularly scheduled basis with a planned agenda.
- F. Fulfill all prescheduled office hours in a designated area. Failure to maintain one (1) hour a week without an Executive Committee excused absence is considered as not fulfilling job responsibilities. Excused absences must be made up.
- G. Be knowledgeable of all Student Senate activities and business procedures.
- H. Be acquainted with and adhere to proper senatorial conduct as stated in the Bylaws, established Student Senate procedures and the GSU Student Handbook.
- I. Sit on a minimum of two Student Senate standing committee and accept appointment to serve on a minimum of one Student Senate ad hoc committee and/or task force per term of office.
- J. Attend the Leadership Conference held prior to the initial Student Senate meeting.

X. **ATTENTION CANDIDATE:** If you have any election questions, contact Sheree Sanderson (Assistant Dean of Students) at 708.534.4552, e-mail ssanderson@govst.edu, fax 708.534.8955, Room A2104.)

XI. Nominating Petition:

**Governors State University
Student Senator/Student Senate President
Nominating Petition**

Number of Signatures Required: **25**

GSU Student ID# _____ Email: _____

Name of Candidate: _____

Candidate's College: _____

Email Address: _____ Phone Number _____

Representative Position Sought (check one):

_____ College of Arts and Sciences (Includes Interdisciplinary Studies)

_____ College of Business and Public Administration

_____ College of Education

_____ College of Health Professions and Human Services

_____ Student at Large

We the undersigned students of Governors State University support the candidacy of the above named student for the position of Student Representative to the Governors State University Student Senate.* (Student signatures may come from any Governors State University College and School of Interdisciplinary Learning.)

Printed Name	Signature	GSU Student ID#	College
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____

*If any of the people supporting the candidate does not complete all four fields, that person's nomination will be declared invalid.

XII. Governors State University Student Senator Candidate's Affidavit:

I have received a copy of the Election and Petition Packet and Student Senate Bylaws. Accordingly, I have read, understood and agree to abide by all of the aforementioned.

Signature of Candidate

Date

Signature of Student Life Staff Member

Date

COMPLETE THIS SECTION UPON RECEIPT OF COMPLETED PETITION.

STUDENT LIFE'S RECEIPT

Nominating Petition Returned:

Time Stamp Here

Date / Time

Signature of Candidate

(STUDENT LIFE STAFF: PLEASE DETACH AT DASHED LINE AND ATTACH TO NOMINATING PETITION.)

**COMPLETE THIS SECTION UPON RECEIPT OF COMPLETED PETITION.
RETURN THIS RECEIPT TO THE CANDIDATE.**

CANDIDATE'S RECEIPT

Nominating Petition Returned:

Time Stamp Here

Date / Time

Signature of Student Life Staff Member