Borough of Manhattan Community College
2015 Student Government Elections

OFFICIAL ELECTION GUIDELINES

VOTING DATES AND HOURS

Weekend Voting: Saturday, April 25th
9:00am – 5:00pm
199 Chambers Street - Main Lobby

Weekday: Monday – Wednesday - April 27th, 28th, & 29th
9:00am – 9:00pm
199 Chambers Street

You may print out a copy of the current Student Government Association Constitution at the address below:

The Student Election Review Committee is empowered to approve election procedures and certify the results of student government elections and student body referenda by a Student Advisory Memorandum dates March 1, 2004 from Vice Chancellor Frederick Schaffer. The Borough of Manhattan Community College (BMCC) firmly believes in the democratic process and student self-government. The City University of New York (CUNY) and BMCC also require that there be student representation on various committees, particularly those affecting student governance at BMCC. Through the Student Government Associations (SGA), students have a voice and a vote in college affairs.

The SGA is primarily responsible for recommending allocation of student activity fees, shaping policies affecting student life, coordinating extracurricular events and chartering student clubs and organizations.

Students are encouraged to serve in elective office and participate in student governance at BMCC. Student representation on college and student committees provides the opportunity for student views to be expressed and heard and to have a direct impact on virtually every aspect of college life. Involvement with campus affairs give students the ideal setting to test out ideas and abilities and develop the leadership, interpersonal and organizational skills needed for a successful future.

SGA is a major commitment & dedication: students involved must coordinate their time to balance school – their first priority and their personal responsibilities (home, work etc.) as a representative for all students. Leaders must be prepared and armed with knowledge in the process of the professional workings of BMCC and CUNY.

*Note: If you have a disability and need accommodations, please call the Office of Accessibility, (212) 220-8180 or go to Rm. N-360.
SPRING 2015
STUDENT GOVERNMENT ELECTIONS

CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 28</td>
<td>First day of classes</td>
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<tr>
<td>January 28-Feb. 27</td>
<td>Mandatory Orientation sessions to receive election guidelines and applications for candidacy</td>
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<tr>
<td>March 13</td>
<td>Last day to submit referenda question(s) for review and obtain petition sheets.</td>
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<tr>
<td>March 20</td>
<td>Last day to submit applications. (In S234, no later than 6pm.)</td>
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<td>March 23-March 24</td>
<td>Certification of applications.</td>
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<td>March 24</td>
<td>Applications appeals. (in writing to S234)</td>
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<td>March 31</td>
<td>Submission of Official Slate registration forms.</td>
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<tr>
<td>April 1</td>
<td>Last day to submit referenda petition sheets. (In S234, by 6pm.)</td>
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<td>April 1</td>
<td>Mandatory Orientation – “Review of Election rules and preparing for the elections debate” 2pm – 4pm</td>
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<td>April 3-April 11</td>
<td>Spring Recess. No Classes. College is Open.</td>
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<td>April 2-24</td>
<td>Campaigning</td>
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<td>April 22</td>
<td>Mandatory Presidential Debate &amp; Candidates’ Forum</td>
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<td>(2p–4p &amp; 6p-8p) Cafeteria</td>
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<tr>
<td>April 25 (Saturday)</td>
<td>Voting and restricted campaigning for weekend students</td>
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<tr>
<td>April 27, 28 &amp; 29</td>
<td>Voting and restricted campaigning</td>
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<tr>
<td>April 29</td>
<td>Unofficial results announced</td>
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<td>April 30 (Until 5:00PM)</td>
<td>Candidate appeals (in writing to S234)</td>
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<td>May 27</td>
<td>Mandatory Orientation - Newly Elected Members’ Orientation</td>
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<tr>
<td>June 12</td>
<td>10th Annual CUNY New Student Government Conference</td>
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<td></td>
<td>Borough of Manhattan Community College</td>
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<td></td>
<td>Open to all newly elected members of CUNY Student Governments</td>
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- Per CUNY By-laws, a referendum – in the form of a question – proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body before it is presented to the student body for a vote.
RULES AND REGULATIONS GOVERNING
THE 2015 STUDENT ELECTIONS

NOTE: Each candidate must submit 200 signatures of currently registered students.
See Student Government Application for Candidacy.

1. No student activity fees or offices supported by student activity fees may be used toward campaigning or otherwise during these elections. Electioneering is prohibited within any office supported by Student Activity Fees.

2. Each BMCC student must have a valid Spring 2015 I.D. to be eligible to vote.

3. Non-students may not be involved in any campaigning or in elections for any student slate or candidates on the BMCC campus. Hence all students participating in student election campaign efforts must display a validated Spring 2015 I.D. while assisting with campaigns.

4. In elections where only BMCC students may vote, faculty, staff and others are expected to honor the internal affairs of the student election process and should not inject themselves into the election process by engaging in campaign activities.

5. Official campaigning will commence April 2nd through April 24th, 2015 in accordance with the rules and regulations set forth here by the SERC and the 2015 Official Elections Guidelines. All other rules and regulations will be at the discretion of the SERC in consultation with the Dean of Students.

6. Each candidate and/or slate must select one and no more than two, campaign manager(s) who must be registered with SERC and will become the contact person for all correspondence from or to the SERC.

7. No candidate or slate is allowed to begin campaigning without a designated campaign manager.

8. Clubs are prohibited from donating club funds to a candidate’s/slate’s campaign.

9. No public address systems are allowed for campaigning purposes during the election and campaign periods.

10. No campaigning in classrooms during scheduled class time under any circumstances at any time. No campaigning in any area deemed to be an instructional area.

11. Campaigning is not allowed in the Library, Teaching and Learning Resource Center and all quiet study areas.

12. Flyers can be issued in the hallways; however, this must be done in an orderly and non-aggressive manner. As a point of public safety, the escalators and hallway areas are considered as special space that must be kept clear for emergency access. Noise must be kept at a minimum in the hallways so that the business of the college can be carried out uninterrupted.

13. The SERC is to receive copies of all campaign literature before it is posted and must be approved and stamped by the SERC. To ensure that only materials created by an authorized representative of a slate are posted on campus, all campaign materials must be presented to the Office of Student Activities (OSA) and must bear the SERC stamp. Once a copy of a document has been stamped and filed with the OSA, additional copies need not bear the SERC stamp but will be stamped by OSA if feasible to assist in the monitoring process. A copy of stamped campaign materials will be kept on file in OSA and made available for review.
14. All original campaign posters, signs, literature, letters, etc, must be signed by the candidate or his/her campaign manager. The original with the signature will be left with SERC. Signatures are to be on file with the SERC.

15. Campaign poster, signs, etc. will be allowed on all bulletin boards on the campus except for those dedicated to departments. Signs, posters, etc. placed on walls, elevators, doors, scaffolding, construction fences, park fences, etc. are prohibited and may be removed by college personnel.

16. Campaign Managers and candidates are responsible for policing their flyers.

17. Campaign is prohibited in the cafeteria and cyber café 2. Candidates may not approach or interrupt students in the cafeteria or cyber café 2. There is no campaigning within 100 feet of the voting machines.

18. There will be mandatory debates/forums of all candidates running for S.G.A office; each candidate is required to participate in the first two forums. During debates candidates must refrain from personal references and only comment on the issues.

19. Any intimidation of SERC officers, students, faculty or staff by candidates may result in their disqualification from the elections and disciplinary action may be taken by the college.

20. Each slate or independent candidate is entitled to one Poll Watcher in the voting area at a time, who must be registered with SERC and must be a registered BMCC student. All poll watchers must be BMCC students. The Poll Watcher may not be a candidate for office or the campaign manager and may not participate in campaigning. The Poll Watcher’s only concern should be that eligible students vote and ineligible students do not vote. The poll watcher may report their observations to the Director of Student Activities. Poll Watchers may not enter the voting area while the voting booths are open or accompany a voter to the booth. Their responsibility is to ensure a fair election. Poll watchers must be registered with SERC before they can serve.

21. Any presentation and/or complaint regarding alleged violations of campaign rules and regulations must be forwarded to the SERC in typed or neatly printed and signed form no later than 24 hours after the alleged violation.

22. Violations to the rules and regulations governing the election process may result in penalties to either individual candidates or to complete slates. Please be advised that disqualification is possible from any illegal behavior during and until the last minute of the election. At the time of the violation SERC will determine if the penalty is to an individual or slate.

   a. Slate violations to any rules may result in penalties issued by the SERC.
      i. First violations may constitute a warning issued by the SERC.
      ii. Second violation may constitute a second warning or disqualification. Disqualification will be based on severity of the violation and SERC will determine the correct form of action.
      iii. Third violation may result in immediate disqualification.

   b. Individual violations to any rules may result in penalties issued by the SERC committee.
      i. First violation may constitute a warning issued by SERC.
      ii. Second violation may constitute a second warning or disqualification. Disqualification will be based on severity of the violation and SERC will determine the correct form of action.
      iii. Third violation may result in immediate disqualification.
23. All candidates have the right to request an appeal proceeding regarding a SERC decision. Candidates will be given the opportunity to share their concerns with the committee and SERC will review any new evidence presented. SERC will then issue a new decision or stay with the original decision. At the appeal proceedings the candidate must have their campaign manager present.

24. All candidates must attend the Mandatory Candidates Orientation on April 1, 2015 and all newly elected members must attend the Mandatory Newly Elected Members Orientation scheduled on May 27, 2015.

25. All appeals must be accompanied by supporting evidence to substantiate the appeal.

26. All appeals must be submitted the day before the SERC meeting, no new appeals will be accepted the day of a scheduled SERC meeting.

27. An absence from a mandatory session may result in a violation to the candidate and the slate.

28. Candidates, campaign managers, SERC members and guests must maintain a professional demeanor during meetings; cursing or intimidation will not be tolerated. Intimidation includes, but is not limited to: physical or verbal intimidation, flyers or materials intended to offend, cursing and touching.

29. All candidates must obtain their own signatures and write their own essays.

30. All campaigners must comply with the SERC Official Election Guidelines.

31. Any materials distributed by campaigners will be considered campaign material.

32. Candidates may not use the BMCC logo on campaign materials.

33. Any presentation and/or complaint regarding a decision of SERC must be made within twenty-four (24) hours of the e-mail notification of the SERC decision.

34. Any presentation and/or complaint regarding the voting results must be made by Thursday, April 30, 2015 by 5pm.
STUDENT GOVERNMENT ASSOCIATION ELIGIBILITY REQUIREMENTS

1. Must have accumulated 12 BMCC earned credits.

2. Must be a registered BMCC student carrying at least 6 credits.

3. In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than 3 credits.

4. Students must have a minimum cumulative GPA as described below and be in good standing to participate in Student Government.
   a. President, 2.8 GPA
   b. Vice President, Treasurer, Secretary 2.5 GPA
   c. Senators 2.3 GPA
   d. Disciplinary Committee 2.0 GPA

5. Community College students may not serve in SGA for more than three years.

6. In order to participate in SGA, the college’s chief Student Affairs officer must certify students as being in compliance with these aforementioned guidelines to the College President.

7. The College President or his designee verifies University Student Senate certification for student compliance with the aforementioned guidelines to the Vice Chancellor for Student Development and Enrollment Management of The City University of New York.

You may read or print out a copy of the current Student Government Association Constitution at the address below:

NON-SGA ELECTIVE POSITIONS

STUDENT FACULTY DISCIPLINARY COMMITTEE  (6 Positions)

The By-laws of the Board of Higher Education call for the establishment of a Student/Faculty Disciplinary Committee. The purpose of the committee is to provide students with an opportunity for a fair hearing when accused of violating the rules and regulations, which govern public order on campus. Students are identified from a pool of six students throughout the school year to serve on the panel. The panel will hear and cross-examine the parties involved in a case and report their findings to the Office of the Vice President of Students. A member of the college faculty chairs the panel.

NON-SGA APPOINTED POSITIONS

CAMPAIGN MANAGERS

Each slate/candidate needs a campaign manager – someone that will be the spokesperson for the slate. This is the contact person, public relations advocate who is the official voice of the slate/candidate and interacts with the Student Elections Review Committee (SERC). He/She will make sure the elections guidelines set forth by the SERC will be adhered to and followed. The campaign manager must be a registered BMCC student.

POLL WATCHERS

Each slate/candidate needs at least one, no more than two poll watchers – someone that will monitor the voting for fairness and compliance with these guidelines. Poll watchers may not campaign for any candidate or slate.