



THE UNIVERSITY of TENNESSEE at
CHATTANOOGA

Student Government Association
Dept. 1951
615 McCallie Avenue
Chattanooga, TN 37403-2598
(423) 425-4301
(423)425-5357 fax
www.utc.edu/sga

November 1st, 2011

Candidates,

Thank you all for your interest in running for a position on the UTC Student Government Association. The opportunity to serve in an elected leadership position on campus can add much to your college experience. The exciting opportunity to become involved in making decisions, which directly influences the lives of fellow students, carries with it exciting challenges and a heavy responsibility. On behalf of the UTC Administration, let me express how much importance we place on student involvement within the university community. Congratulations on taking this first step towards making a difference at UTC.

Also, please take time to review the SGA Constitution and become familiar with the roles and responsibilities of an SGA Senator. You **will** be held accountable for the Election rules and regulations to please review these items very closely. Remember that in order to begin verbal campaigning you **must** first turn in your completed Elections Packet. Nikki Wooten (YFQ384@mocs.utc.edu) will serve as the Elections Commissioner for this term's elections. If you have questions about election rules and regulations, contact Commissioner Wooten or Elections Commission members Kyle Marcum (FFD486@mocs.utc.edu) or Kristen Stanfill (HYN184@mocs.utc.edu). You may also contact me at 425-4301 with any questions or concerns regarding the election process. You must attend a **mandatory** meeting which will explain the publicity guidelines outlined on the next pages. Please check which meeting you will attend on the application.

I wish you the best of luck with your campaign. Be as creative as you possibly can with your campaign efforts. The more publicity you generate, the greater number of voters you will attract. Stay within the stated guidelines, play the game within the rules and this will set the stage for an exciting and fair election campaign. I look forward to working with you during this process.

James Hicks
Dean of Students
SGA Advisor

QUALIFICATIONS

1. To be elected or appointed to any position in the SGA, a student must be a member of the SGA, and must maintain and have a 2.5 cumulative academic average, and must be registered for and taking at least 12 semester undergraduate or 9 semester graduate hours except for a graduating senior or graduate student in his/her last semester before graduation when that student needs fewer than the required minimum hours for completion of his/her graduation requirements. Also, a student may not be on disciplinary probation. Any student failing to meet this requirement shall have his/her office declared vacant, except for those students who have received a variance of this rule by the SGA advisor to the Student Senate for unusual circumstances.
2. No person shall hold simultaneously two elected or appointed positions in two different branches of the SGA unless otherwise provided for in the SGA Constitution.
3. The President and Vice-President shall have completed at least 60 semester hours at the end of the semester in which elected.
4. The Treasurer shall have completed at least 45 semester hours at the end of the semester in which elected.
5. All candidates for office in the SGA Fall 2011 elections must attend a qualification workshop before being listed on the ballot. This workshop shall be held at a time and place determined by the Elections Commission.
6. Candidates must indicate whether they wish to run as an independent or within a coalition.
 - A. Any candidate(s) wishing to form a coalition must register the coalition with the Elections Commission.
 - B. In order to register a coalition, the official coalition formation form must be filed by the Elections Application Deadline on Nov.11th.
 - C. "Independent" or desired coalition will appear next to candidate(s) name(s) on ballot.

Candidates for any office need to be familiar with the SGA Constitution, By-laws, and Rules of Order, and the Parliamentary Procedures Guide.

Senators MUST:

1. Attend weekly SGA Senate meetings every Tuesday at 3:05pm
2. Attend at least two SGA Standing Committee Meetings a week
3. Attend the SGA retreat every semester
4. Participate in District Meetings every semester to address concerns of constituents
5. Attend all other SGA required activities

SEATS AVAILABLE FOR FALL 2011 ELECTIONS

District	College	# of Seats Avail. Fall 2011
I	Arts & Sciences	4
II	Business	2
III	Engineering	1
IV	Pre-Professional/Education	4
V	Non-Degree (undeclared)	2

Keep this page for your records

ELECTION GRIEVANCE POLICY

Elections Grievance Policy

During the Fall 2011 SGA Elections, it is my hope that no election rules, especially regarding publicity, are broken. However, if any rules are violated, the coalition or parties responsible will be held accountable – at risk of being disqualified from the election – by the Elections Commission. In order to provide a fair hearing for potential violators, the following procedures must be adhered to or no complaints will be heard:

- All complaints must be in writing; signed and dated by the person or persons stating the grievance
- Such complaints must be given to an Elections Commission Member (Nikki Wooten) or an SGA Advisor (Dean Jim Hicks or Dr. Dee Dee Anderson) within four days of the incident at hand
- Photographic evidence and/or witnesses are required to press charges
- A quorum of the Elections Commission must hear both sides of the story with all evidence revealed
- A simple majority vote, with quorum present, of Elections Commission members (Including the Elections Commissioner) will decide the matter and enforce the sentence.

Approved by:
Dean Jim Hicks
Dean of Students
SGA Advisor

Important Dates for the FALL 2011 Elections (dates subject to change, check email for notice)

- Nov. 7th -Verbal Campaigning begins (see publicity guidelines for clarification)
- Nov. 7th, 10th, & 11th -Elections Informational Meetings (choose one to attend)
- Nov. 11th, 5pm -Deadline for elections applications AND coalition registration form
- Nov. 14th -Paper campaigning begins (see publicity guidelines for clarification)
- Nov. 17th, 18th, 21st & 22th -SGA FALL 2011 Elections
- Nov. 22th, 12:00pm- Voting ends, results announced
- Nov. 28th, 5:00pm- all campaign materials must be removed from campus. Violators will be subject to a fine up to \$150. Failure to pay fine will result in a hold on violator's MocsNet account.

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SGA Elections Publicity Guideline
Fall 2011

- I. The following are rules concerning the announcement of candidacy and verbal publicity.
 - a. Candidates wishing to have their name placed on the election ballot may officially announce their candidacy for any elected position between the dates of November 7th through November 13th. **However, before verbally campaigning, students must turn in the completed Elections Packet.**
 - b. Between the dates of November 7th and November 13th, candidates may engage ONLY in verbal publicity (speaking to organizations, hosting forums, email, websites-including Facebook, chalking, etc.). **No paper campaigning is allowed during this time period.**
 - c. Candidates may also use t-shirts, buttons, stickers, etc. during the verbal publicity stage of campaigning (November 7th and November 13th).
 - d. There may be **no private mailing** to individual students. Mass emails to any organization that you are not a member of about candidates will be released through the elections commission. SGA is excluded from organizations a candidate may be a member of due to the fact that every student is a member of SGA and candidates in turn may not send emails out to the student body on the basis of that stipulation.
- II. The following are rules concerning the use of “paper” publicity.
 - a. Beginning on November 14th, candidates may engage in all forms of campaigning allowed (both paper and verbal) until the end of voting on November 22nd.
 - b. Candidates must remove election campaign advertising by Monday, November 28th, at 5:00 pm or the candidate will be subject to a fine imposed by the elections Commission not to exceed \$150. Failure to pay fine will result in a hold on candidate(s) MocsNet account.
 - c. Any campaign publicity using logos (flyers, posters, banners, etc.) or words without the name of the candidates shall be counted as part of the number of signs allowed (excluding buttons, stickers, etc.)
 - d. All signs must be attached with drafting tape so as not to leave a residue or damage to the property when they are removed. Any expense incurred by the University in removing campaign publicity will be charged to the student candidate.
 - e. Information packets that include information concerning what is going on in the Student Government Association, and your platform, will be counted as part of your 75 flyers.
 - f. Candidates may campaign on the 2nd floor and in the Game Room of the University Center. No paper campaign materials may be in the University Center. T-shirts, buttons, and stickers are allowed as well as verbal publicity.
 - g. The following are rules for campaign flyers, posters, and banners:
 - i. Each candidate may display his/her name on a maximum of 30 posters, 75 flyers, and 2 banners on campus at any given time. Flyers which are not for posting and which are to be handed out on campus are not counted in this total, but candidates are responsible for collecting and disposing of any litter which results from handing out flyers.

- h. Flyers may not exceed 40 perimeter inches (8.5" x 11") in size; posters may not exceed 120 perimeter inches (regular poster size); banners may not exceed 5x3ft in size.
 - i. Approved locations for campaign flyers and posters are:
 - i. Open, non-departmental bulletin boards
 - ii. The rock retaining walls on Oak St.
 - iii. Sign boards between Bretske Hall and the Guerry Center on the top of Cardiac Hill.
 - iv. Glazed and brick walls in university buildings, except the University Center.
 - v. Windows of residents' apartments/rooms
 - j. Posters may be mounted on stakes within the perimeters of Palmetto St., MLK, Jr. Blvd., 5th St., and Houston St.
 - k. Areas NOT approved for flyers and posters are:
 - i. Painted building walls, inside and outside
 - ii. Streets
 - iii. Over the face of other flyers and posters
 - iv. Glass face on bulleting boards
 - v. Windows of University buildings other than those mentioned in Article II, section C
 - vi. Doors (Glass/Wooden/Metal)
 - vii. Utility Poles
 - viii. Sandwich boards which are reserved for advertisement of campus events
 - ix. Any inside or outside walls in the University Center and nothing in the yard in front of the University Center or entry way.
- III. The following are miscellaneous rules concerning campaign publicity:
- a. Any additional questions regarding publicity regulations should be referred to the SGA Advisor, Dean Hicks (425-4301) or the Elections Commissioner.
 - b. Candidates will be held responsible for deeds and actions of their campaign workers if the Elections Commission determines that the candidate has any knowledge of wrong doings or if he or she has not made a positive effort to control the actions of his/her campaign workers.
 - c. Candidates shall not attempt to influence editors or staff members of campus media outlets in order to gain unfair advantage over their opponents.
 - d. The candidates or their respective campaign workers shall not submit misinformation to the campus media outlets in order to gain an unfair advantage over any opponents.
 - e. No door to door campaigning or solicitation.
 - f. No signs or campaigning in or near official voting stations. Campaigning must take place at least twenty (20) feet from these:
 - i. University Computer Labs (Both Departmental and University Wide)
 - ii. SGA run voting station
 - iii. Any device (all computers) that is used for voting purposes.
 - g. No Candidate or a member of the candidate's staff shall carry on their person a portable computer and/or any technological device that can be used to access the internet and solicit votes student to student on the days of elections.
 - h. Student information may not be collected and used by candidates for voting purposes.

SGA Elections – FALL 2011
APPLICATION FOR A POSITION ON THE BALLOT

PLEASE PRINT OR TYPE

FULL NAME _____

Last

First

Middle

LOCAL ADDRESS _____

CITY/STATE/ZIP _____

Student ID _____

NAME AS YOU WANT IT TO APPEAR ON THE BALLOT _____

POSITION RUNNING FOR _____

CUMULATIVE GPA _____ #HOURS YOU ARE CURRENTLY TAKING _____

#HOURS YOU HAVE COMPLETED (NOT COUNTING CURRENT SEM) _____

To be eligible for election and to remain in office a student must: 1) have completed 12 semester hours at UTC prior to the Spring 2012 term, 2) be currently carrying a minimum of 12 semester hours for credit, 3) have and maintain a cumulative GPA of 2.5 or better, 4) must not be on academic or disciplinary probation, and 5) satisfy the hour requirement for President, Vice-President or Treasurer.

I certify that I meet the above requirements. Initial here _____

Workshop attendance @ MISSIONARY RIDGE ROOM, UC 2nd Floor, STUDENT DEV:

Please select one workshop to attend: (mandated by all candidates to be placed on the ballot)

____ Monday, Nov. 7, 1pm ____ Thursday, Nov. 10, 3pm ____ Friday, Nov. 11, 10am

I have read the qualifications and duties of this office and I certify that I meet the qualifications and will carry out the duties if elected. Duties of a senator/executive officer are listed in the SGA Constitution, Article IV, Section 1-5. Copies of the SGA Constitution are available from the SGA Senate office or the Dean of Student Life, Student Development Office, #399 University Center as well as *utcsга.com*. I further understand and agree to abide by the rules set forth in the SGA Publicity guidelines and my failure to do so **will result** in my office being vacated or disqualified.

Signature _____ Date _____ Time _____

DEADLINE FOR APPLICATIONS: Monday, November 11th, 2011 @ 5 PM

APPLICATIONS MUST BE TURNED IN TO THE DEAN OF STUDENT LIFE FOR STUDENT DEVELOPMENT OFFICE, 399 University Center (425-4761).

ELECTIONS: November 17, 18, 21, and 22, 2011

OFFICE USE ONLY: Date Form Received _____ Time _____

Person Receiving Form _____

Academic or Disciplinary Probation: _____ Hours Completed: _____ GPA: _____

Certified by _____ Date _____

Turn this form into Student Development by
November 11th, 2011 at 5:00 pm

