RE: 2019 – 20 SGA Fall (Special Election) Process

Dear Prospective Elected Student Leader:

Thank you for your interest in running for a Student Government Association (SGA) position. Elected Student Leader positions require a commitment to excellence that will promote the vision and embody the core values of Delaware State University.

**DSU Vision Statement**

As one of America’s most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

**Core Values**

- Outreach
- Community
- Scholarship
- Diversity
- Integrity

On campus, student leaders represent the student body before faculty, administration, staff, and University guests. Off campus, student leaders represent Delaware State University before the world. 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 and election process, and the timeline of the 2017 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 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 Leadership & Activities: 302-857-6390 or osla@desu.edu.

Quiana Hutchins
Office of Student Leadership & Activities
Election Chair

Ashlee Davis, Vice President
Student Government Association, The Legacy Administration
Election Co-Chair

Questions? Contact Office of Student Leadership and Activities
Phone: 302-857-6390 Email: osla@desu.edu
## 2019 SGA Fall (Special Election) Timeline

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Event &amp; Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now through Thursday, August 23</td>
<td>Online Election Interest Meeting</td>
<td><strong>MANDATORY!!</strong>&lt;br&gt;Only students who have attended the interest meetings &amp; sign in will be eligible to participate in the election process.</td>
</tr>
<tr>
<td>Friday, August 23 Time Deadline: Noon (12:00pm) – No Exceptions</td>
<td>Completed Application Due. Submit to <a href="mailto:osla@desu.edu">osla@desu.edu</a></td>
<td>Only <strong>COMPLETED</strong> applications will be considered.</td>
</tr>
<tr>
<td>No later than Saturday, August 24 Noon (12:00pm) – No Exceptions</td>
<td>Candidate Interviews Sign Up</td>
<td>Upon submission of completed application, candidates will receive a link to schedule an interview time.</td>
</tr>
<tr>
<td>Sunday, August 25 9:00am-12:00pm</td>
<td>Candidate Interviews</td>
<td>Candidates will interview at allotted times only. Interviews will be scheduled First Come, First Serve via Google Doc. Only candidates who receive <strong>Notification to run will proceed to ballot status.</strong>&lt;br&gt;Attire: Business Professional</td>
</tr>
<tr>
<td>Sunday, August 25 12:30pm</td>
<td>Campaign Meeting Location: MLK Parlors</td>
<td>All candidates are required to attend.&lt;br&gt;Attire: Business Professional</td>
</tr>
<tr>
<td>Monday, August 26 By Noon (12:00pm)</td>
<td>Candidate Notification of Eligibility</td>
<td>All Candidates will receive a notice by email</td>
</tr>
<tr>
<td>Monday, August 26 7:00pm</td>
<td>Meet Your Candidates Location: MLK Lobby</td>
<td>Mandatory Attendance for all Ballot Status Candidates&lt;br&gt;Candidates Arrival/Check In 6:30pm</td>
</tr>
<tr>
<td>Monday, August 26 – Friday, August 30</td>
<td>Official Campaigning Period After 8pm August 26 – Until 4pm August 30</td>
<td>Campaign guidelines given during Campaign Meeting</td>
</tr>
<tr>
<td>Friday, August 30</td>
<td>ELECTION DAY Location: Blackboard Time: 8:00am to 4:00pm</td>
<td>Voting starts at 8:00am / Ends at 4:00pm.</td>
</tr>
<tr>
<td>Friday, August 30</td>
<td>ELECTION ANNOUNCEMENT Location: MLK 1st Floor Lobby Time: 5:00pm</td>
<td>All candidates must report to the MLK Lobby by 4:00 pm.</td>
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<td><strong>TAKE A BRIEF BREAK</strong></td>
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<tr>
<td>Friday, October 4 - Sunday, October 6</td>
<td>Student Leadership Retreat Location: MLK Parlors and WRC Time: TBA</td>
<td>For all members of Student Government <strong>MANDATORY</strong></td>
</tr>
</tbody>
</table>
Formal Intent to Run for Office Packet

Overview of 2019 from Intent to Ballot Process

1. Attend Online Interest Meeting
2. Submit Completed Intent to Run Application
3. Attend scheduled Interview with Interview Committee
4. Attend Campaign Meeting
5. Receive Notice of Ballot Status: You may not announce your intent to students until you have successfully completed the Intent and Council Interview phases of this process. Formal campaigning must not begin until the designated date/time.
6. Balloted Status candidates: Attend “Meet Your Candidates” event noted on timeline and other scheduled election events.

All Intent to Run Applications must be submitted to osla@desu.edu by FRIDAY, AUGUST 23, 2019. Time Deadline: 12:00pm!

Completed Packets will include the following:

✓ Formal Intent to Run/ Statement of Intent (form enclosed)
  • Intent to Run Form and Statement must be completed
✓ Judicial Affairs Review Form (form enclosed)
  • Judicial cases within the year and prior to one year will be evaluated 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 Judicial records.
  • Candidates must obtain additional review/clearance through the Department of Housing and Residential Education
✓ Election Process Release Form (Judicial, Academic Records, Media) - form enclosed
  • Cumulative and Prior Semester GPA will reviewed for adherence to requirements
✓ Resume'
  • May receive support from Career Services
  • Must be updated and accurate
Intent to Run Form

Name: _______________________________   D100# __________________________
Email: _______________________________ Phone: ___________________________
Major _______________________________ Number Complete Credits _N/A____ Cum. GPA ________
Birthdate _____________________________ (mm/dd/yyyy)

- **Student Government Executive 5 candidates** - Must have a cumulative and prior semester grade point average of 2.95 or better
- **Royal Court candidates** - Must have a cumulative and prior semester grade point average of 2.85 or better
- Residence Hall Association candidates - Must have a cumulative and prior semester grade point average of 2.85 or better
- **All other candidates (Women's Senate, Men's Council, Senior Class, Junior Class and Sophomore Class)** - Must have a cumulative and prior semester grade point average of 2.85 or better.

Position planning to run for: (check one)

**You will not be permitted to change your position beyond submission of this application.**

<table>
<thead>
<tr>
<th>SGA Executive Board:</th>
<th>Royal Court:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Corresponding Secretary</td>
<td>☐ Miss Sophomore</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Women’s Senate:</td>
<td>Men’s Council:</td>
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<tr>
<td>☐ Vice President</td>
<td>☐ Corresponding Secretary</td>
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<tr>
<td>☐ Corresponding Secretary</td>
<td>☐ Recording Secretary</td>
</tr>
<tr>
<td>☐ Recording Secretary</td>
<td>☐ Treasurer</td>
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<tr>
<td>☐ Treasurer</td>
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<td></td>
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<tr>
<td>Senior Class:</td>
<td>Junior Class:</td>
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<tr>
<td>☐ Vice President</td>
<td>☐ Vice President</td>
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<tr>
<td>☐ Corresponding Secretary</td>
<td>☐ Corresponding Secretary</td>
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<td>☐ Recording Secretary</td>
<td>☐ Recording Secretary</td>
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<td>☐ Treasurer</td>
<td>☐ Treasurer</td>
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<tr>
<td>Sophomore Class:</td>
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<tr>
<td>☐ Corresponding Secretary</td>
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<tr>
<td>☐ Recording Secretary</td>
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<tr>
<td>☐ Treasurer</td>
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</tbody>
</table>

**Verification of Training**

☐ By checking this box, you acknowledge that you viewed the appropriate SGA Election Power Point presentation and understand the requirements and rules associated with the election process. Furthermore, you recognize that the presentation serves as the official interest meeting and training for the position in which you have applied for.
2019 SGA Special Election Process Release Form

Please sign each statement

Permission for JUDICIAL Release

I, __________________________, give permission to the Student Leadership Advisory Council to access my judicial record, if necessary, in determining my eligibility to run for an office in the upcoming SGA Election.

Permission for ACADEMIC RECORDS/TRANSCRIPTS Release

I, __________________________, give permission to the Student Leadership Advisory Council to access my academic records/transcripts in determining my eligibility to run for an office in the upcoming SGA Election.

Permission for MEDIA Release

I, __________________________, give permission to the Student Leadership Advisory Council to use pictures of me, excerpts of my statements (written or verbal) towards candidacy and election in various media resources on campus (Hornet, DSU Radio, flyers, posters, etc.) as it relates to the upcoming elections and student leadership initiatives here at Delaware State University.

Today’s Date ____________
The following writing must be included:

Intent to Run Statement

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

- Your Name, D100#, Classification, Major
- Title of Position you are running for
- Why are you interested in running for a student leadership position at this time?
- What qualifies you to run for the position you have selected?
- What do you hope to accomplish if elected?

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 2019 Special Election; DO accept candidacy to run for the office indicated above.
2019 SGA Special Election Process

JUDICIAL REVIEW FORM

Dear Office of Judicial Affairs Administrators:

My name is ______________________________ D# ___________________________
I would like to run for a student leadership position during the upcoming 2019 SGA Elections process. As a requirement toward candidacy, I must provide evidence of my compliance with the following judicial eligibility guidelines and be reviewed by your office to move forward in the process. This information may be shared with the Office of Student Leadership and Activities as well as other pertinent offices and staff.

Judicial Affairs Review Guidelines for election process:

This student indicated above:

- o HAS NEVER had a judicial sanction, including a warning.
- o HAS NOT had a judicial sanction, including a warning (pending or opened) **within one year of today's date**.
- o HAS had a judicial sanction, including a warning, prior to one year of today's date that warrants an explanation based on the nature of the sanction, warning and/or pattern of behavior.
- o HAS had a judicial sanction, including a warning, within one year of today's date and may currently be on probation.

Judicial Administrators Response
Based on the guidelines provided above, this student:

☐ DOES NOT have a judicial record (sanctions and warning included).
☐ DOES have a judicial record and requires an explanation (includes all occurrences throughout matriculation).
☐ WAS found responsible for a judicial sanction within one year of today's date and is currently on probation until ________________.

**Note:** Infractions occurring post submission of intent packet i.e., once a candidate begins his/her campaign process or becomes elected, will automatically disqualify candidate from continuing to run or remain in office.

______________________________  ____________________
Ms. Paula Duffy, Director  Date
Office of Judicial Affairs

Questions? Contact Office of Student Leadership and Activities
Phone: 302-857-6390 Email: osla@desu.edu