



2015-2016 Election Packet

**Thank you for your interest in running for a position on the
Grand Valley State University Student Senate!**

This packet explains what is required of those seeking to appear on the ballot, eligibility criteria for Student Senators, campaigning rules, and more. You are expected to read all of the information included in this document and adhere to all rules of our elections process.

It is an honor to represent your peers as an elected Student Senator. Should you choose to run for election, please demonstrate the respect that you will show for this public office by campaigning appropriately. Please consider visiting our website gvsu.edu/studentsenate/docs to learn more by viewing our Constitution, Bylaws, minutes from meetings, etc.

If you have any questions, please do not hesitate to contact Student Senate Executive Vice President Emma Moulton (Elections Chair) at **616-331-2333** or at senates@gvsu.edu

Contents of the 2015 Student Senate Elections Packet:

1. Summary of tasks required to appear on the ballot
2. Eligibility criteria for Student Senators
3. Campaign rules and regulations
4. Election timeline
5. Post-election timeline
6. Candidate Petition

2015-2016 Student Senate Elections Packet

(1) To be an eligible candidate and appear on the ballot you must:

- 1) **Submit a completed Candidate Bio Form.** This can be found on the Student Senate webpage (www.gvsu.edu/studentsenate/elections) under “2015-2016 Elections” information tab. It is an OrgSync form.
 - a) *You will be asked to provide your name, major, G-number (for grade check purposes), class standing, and what makes you qualified to represent your peers in 1-3 sentences.*
- 2) **Complete the Candidate Petition. (Pages 4-8 of this packet)**
 - a) You must obtain (75) student signatures and (2) faculty endorsements. Please see page 4-8 for your petition. Be sure to write your name on each page of the petition.
- 3) **Have your picture taken.**
 - a) Please visit the Student Senate Office (lower level Kirkhof Center 0040) at one of the times listed on page 3 to have your picture taken. Your petition must be submitted by this time.

(2) In order to hold the office of Student Senator, you must meet the following criteria. If you cannot meet these criteria, you should not run for election.

All Student Senators must:

1. Be enrolled as a student at Grand Valley State University during their entire term.
2. Maintain a minimum of a 2.0 cumulative grade point average throughout their term.

All Student Senators are EXPECTED to:

3. Attend General Assembly meetings on every Thursday of the academic semester starting at 4:30 p.m. in Allendale, as well as General Assembly meetings scheduled for different locations. Meetings outside of Allendale will start at a later time to allow for travel.
 - a. *If you have a class on Thursday that begins or ends anytime between 4:30PM and 9:00PM during the Fall 2015 or Winter 2016 terms you should not seek election.*
4. Attend scheduled meetings of and complete work for the committee to which they are assigned.
5. Serve two office hours each week in the Student Senate Office.

(3) All campaigning activities must adhere to the following rules:

1. You may not begin campaigning until you have turned in the Candidate Bio. Form, the Candidate Elections Packet, and have had your picture taken in the Student Senate Office.
2. No campaigning, including verbal and/or printed (written), is permitted within 20 feet of any computer lab.
3. No candidate may use paid web advertising/content or the GVSU Events Calendar to publicize their candidacy.
4. No campaign materials may be displayed in classrooms.

5. All campaign materials must be approved per the Grand Valley State University posting policy (i.e. campaign materials must display the appropriate stamp(s) and be posted ONLY in approved areas. Please visit the Office of Student Life to have posters stamped).
6. Public address systems, other mechanical or electrical sound equipment are prohibited for on campus campaigning.
7. No campaign material may include the name of more than three candidates.

*All campaigning must adhere to the campaign rules outlined in this packet. Any infractions of these rules must be reported in writing to the Elections Chair (senates@gvsu.edu). Violations may be reported no later than 10:00AM on **Sunday, March 28th**.*

(4) Election timeline:

- **Monday, February 23rd**
 - Election Packets Available online: www.gvsu.edu/studentsenate under “2015-2016 Elections” tab Student Senate Office (Lower Kirkhof, limited copies available)
 - **Campaigning may begin as soon as the individual:**
 - (1) Completes the Candidate Bio Form via OrgSync
 - (2) Turns-in the Candidate Elections Packet
 - (3) Has had their photograph taken
- **Photographs will be taken during the following dates and times:**
 - March 9th 10-2PM
 - March 10th 10-1PM
 - March 11th 10-3PM
 - March 12th 2-4PM
 - *If you are unable to take your picture at this time, you may submit a photo by no later than March 13th at 5:00 PM to the Elections Chair at senates@gvsu.edu. If no photo is submitted, your information will NOT be put in the Lanthorn. **contact if not available*
- **Monday, March 16th**
 - All completed election packets MUST be returned by 5:00 p.m. to the Student Senate Office.
 - **Meet the Candidates: 8:00pm – 10:00pm – Multipurpose Room in Mary Idema Pew Library**
 - This is a kick-off event for campaigning. Meet the Candidates is a new event for candidates to meet each other, meet with students they want to represent, and learn more about Student Senate. All students and faculty are welcome, but candidates are strongly recommended to attend and invite as many people as possible. Note: Flyers and other materials for individual campaigning will not be allowed; a sheet with candidate's names and bios will be available.
- **Sunday, March 22nd**
 - **Online Voting Begins at 12:00 a.m.**
 - All voting will be done online. The link is available on the Student Senate Webpage. Click on the voting tab on the left and follow the directions.

- **Saturday, March 28th**
 - VOTING ENDS at 11:59 p.m
- **Monday, March 30th**
 - Election Results announced
 - Results will be posted on the Student Senate website and appear in the Lanthorn.

(5) Post-election timeline:

- The following meetings will take place in the Pere Marquette Room (2204) of the Kirkhof Center. Business casual attire is strongly encouraged.
- You will be expected to attend all of the following meetings if elected. However, if you are unable to attend, please contact Emma Moulton at senates@gvsu.edu ASAP.
 - **Thursday, April 2nd**
 - Meeting of the Senate-elect – 6:00PM
 - *Nominations for 2015-2016 Cabinet positions solicited.*
 - **Thursday, April 9th**
 - Meeting of the Senate-elect – 4:30PM
 - *2015-2016 Cabinet Elections take place.*
 - **Thursday, April 16th**
 - First official meeting of 2015-2016 Student Senate -- 4:30PM
 - *Chaired by the President-elect. Standard agenda followed.*

STUDENT SENATE PETITION
Faculty Endorsement

The signature, name, and department of at least two (2) current professors is required as part of your petition. Please note professors may be contacted for verification purposes. Any student found falsifying information will be ineligible to run.

	SIGNATURE	PRINT NAME	DEPARTMENT
1			
2			

STUDENT SENATE PETITION

FOR THE 2015-2016 ELECTION BALLOT

The signature and student number of at least 75 currently enrolled GVSU students is required. Only the last four (4) digits of the student G-number need to be provided for verification of student status.

WE THE UNDERSIGNED STUDENTS HEREBY ENDORSE:

FOR THE POSITION OF STUDENT SENATOR

	SIGNATURE	<u>PRINT NAME</u>	STUDENT G# (last 4 digits)
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**RETURN THIS COMPLETED FORM TO THE STUDENT SENATE OFFICE IN KIRKHOF
ROOM 0040 BY 5:00 PM ON MONDAY MARCH 16th.**

STUDENT SENATE PETITION

FOR THE 2015-2016 ELECTION BALLOT

The signature and student number of at least 75 currently enrolled GVSU students is required. Only the last four (4) digits of the student G-number need to be provided for verification of student status.

WE THE UNDERSIGNED STUDENTS HEREBY ENDORSE:

FOR THE POSITION OF STUDENT SENATOR

	SIGNATURE	<u>PRINT NAME</u>	STUDENT G# (last 4 digits)
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**RETURN THIS COMPLETED FORM TO THE STUDENT SENATE OFFICE IN KIRKHOF
FOOM 0040 BY 12:00 PM ON MONDAY MARCH 16th.**

STUDENT SENATE PETITION

FOR THE 2015-2016 ELECTION BALLOT

The signature and student number of at least 75 currently enrolled GVSU students is required. Only the last four (4) digits of the student G-number need to be provided for verification of student status.

WE THE UNDERSIGNED STUDENTS HEREBY ENDORSE:

FOR THE POSITION OF STUDENT SENATOR.

	SIGNATURE	<u>PRINT NAME</u>	STUDENT G# (last 4 digits)
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STUDENT SENATE PETITION

FOR THE 2015-2016 ELECTION BALLOT

The signature and student number of at least 75 currently enrolled GVSU students is required. Only the last four (4) digits of the student G-number need to be provided for verification of student status.

WE THE UNDERSIGNED STUDENTS HEREBY ENDORSE:

FOR THE POSITION OF STUDENT SENATOR

	SIGNATURE	<u>PRINT NAME</u>	STUDENT G# (last 4 digits)
64			
65			
66			
67			
68			
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70			
71			
72			
73			
74			
75			

**RETURN THIS COMPLETED FORM TO THE STUDENT SENATE OFFICE IN KIRKHOF
ROOM 0040 BY 12:00 PM ON MONDAY MARCH 16th.**

NOTICE:

**YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE
SUBMITTED YOUR PERSONAL BIOGRAPHY AND HEADSHOT
PHOTO FOR THE LANTHORN ELECTION EDITION. SEE
ELECTION PACKET INSTRUCTIONS ON HOW TO SUBMIT THIS
INFORMATION.**