

City Tech



**Student Governance Elections
2008-2009**

Election Handbook and Application Packet

Office of Student Life and Development

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STUDENT GOVERNANCE AT NEW YORK CITY COLLEGE of TECHNOLOGY-CUNY

There are many opportunities for students to become involved as an elected student leader at New York City College of Technology. When you become an elected student leader, you give voice to the concerns and desires of students. It is a way for you to make a difference.

The primary student governance body is the Student Government Association. This association is comprised entirely of students who act as representatives for the student body and the various academic schools. The Student Government Association is primarily responsible for recommending student activity fee allocations, shaping policies affecting student life, coordinating extracurricular events, and chartering new clubs and organizations.

In addition, there are several college governance bodies that have student representatives. These include College Council, Faculty-Student Disciplinary Committee, College Association Board and Auxiliary Enterprise Board. In these bodies the students' vote has the same weight as a faculty or staff member.

Finally, you can run for the New Tech Times Editor-in-Chief position. This person works with a staff of student journalists and designers to publish the school paper.

Students are encouraged to serve in elective offices and participate in student governance at the college. Student representation in 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 gives student, the ideal setting to test out ideas and abilities, and develop the leadership, interpersonal and organizational skills needed for a successful future.

The **election process** gives students the chance to practice their democratic rights and become active members of the larger academic community. This affords students the opportunity to enhance their decision-making, goal setting, and negotiating skills, which leads to an improved academic and professional environment for all.



Election Calendar

Below is the Spring 2008 calendar for the New York City College of Technology student governance elections. All candidates must adhere to these dates.

Thursday, February 21	Applications Available —Election material can be picked up in the Office of Student Life and Development, General Building, Room 516.
Tuesday, March 11	Applications Due —All nomination material is due in the Office of Student Life and Development, General Building, Room 516 by 5:00 p.m.
Wednesday - March 12 – Wednesday March 19	Mid-Terms
Wednesday, March 12 – Wednesday, March 19	Review of Applications -Nomination material checked for eligibility, signatures and completeness.
Thursday, March 20	Candidates Notification —Candidates are notified of eligibility to run for a governance position. (Candidates posted outside the Office of Student Life and Development.)
Friday, March 21 – Monday, March 24	No Classes
Tuesday, March 25	Campaigning Begins —All qualified candidates may begin campaigning.
Thursday, April 10	Forum —All candidates will be invited to participate in a candidates forum at 1:00 p.m. Location to be announced.
Monday, April 14, - Wednesday, April 16	Elections —Elections will be held online. Voting begins Monday, April 14 at 10:00 a.m. and ends Wednesday, April 16 at 5:00 p.m. In addition, polling sites will be available on campus.
Friday, April 18	Deadline for Submitting Alleged Election Violations to Student Elections Review Committee (S.E.R.C.) —Written concerns must be submitted to the Office of Student Life and Development, General Building, Room 516 at by 5:00 p.m.
Tuesday, April 22	Official Results Scheduled to Be Released and Posted This may be delayed pending any election violations investigations.
Saturday, April 19 – Sunday, April 27	Spring Break



Student Governance Offices

There are numerous opportunities for students to run for an elected office or position at City Tech. Below you will find a list of the open offices. The specific requirements for each elected position are listed on pages 8 – 23. The term of office for all position is **July 1, 2008 – June 30, 2009**.

Any student in good academic standing currently registered at New York City College of Technology may run for an office if he or she fulfills the requirements specified below.

The elected student governance positions available are listed below. Specific information about each position is available on the following pages. All requirements are in conformance with the policies of CUNY and New York City College of Technology, and the by-laws of the Student Government Association of New York City College of Technology.

Student Government Officers and Senators

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Procedures for Filing and Running as a Candidate

1. Candidate's must first pick-up an Election Handbook and Application Packet at the Office of Student Life and Development, room G-516. Nomination packets will be available on Thursday, February 21, 2008. The Election Nomination Packet will contain a calendar of important dates.
2. Students must submit a Candidate Information Form and the support material as stated in the position description for the position for which they are filing. Individual position requirements are given in the position descriptions.
3. All filing material must be submitted directly to the Office of Student Life and Development, G-516, by Thursday, March 11, 2008 at 5:00 p.m. No applications for candidacy will be accepted after this time. The Student Election Review Committee, S.E.R.C., must approve any adjustment to this schedule.
4. When filing materials are submitted, a Student Life and Development Office Representative will document each Candidate's Information Form and supporting material by signing and noting time received. Applicants will be given a receipt.
5. Students may declare their candidacy for only one position per petition. Changes in candidacy require a second petition. **Each position requires a separate petition.** Students are allowed to run for only one position within a governance body. However a student may run for more than one governance body (i.e.-SGA and College Council)
6. A candidate may run as a slate candidate, but he or she is voted into office on an individual basis. If a candidate is running as part of a slate of candidates, this must be noted on the Candidate Information Form at the time of filing.
7. Once petitions are submitted, the Student Election Review Committee (S.E.R.C.) and the Office of Student Life and Development will review the nominees for eligibility. The Office of Student Life and Development will notify candidates of their eligibility.
8. Once certified by the Student Election Review Committee the candidate may begin campaigning on Tuesday, March 25, 2008.
9. Candidate's who wish to address a class may do so only with the permission of the faculty member. During these presentations, candidates may only state their name, the position for which they are running and their platform statements.
10. During the voting period, no campaigning shall take place within 50 feet of the campus polling stations.
11. A debate or forum will be held for all candidates under the auspices of the S.E.R.C. on Thursday, April 10, 2008. All candidates are eligible to participate. Participation in the forum is not mandatory for the candidate.
12. Candidates may not deface college property with election propaganda at any time.
13. Candidates may not interfere with the responsibilities of the poll watchers. The poll watchers responsibility will be to maintain the campus polling sites.
14. Failure to observe these rules and regulations will result in immediate disqualification of the candidate.



Student Governance Elections 2008-2009

15. Positions of the candidate names on the ballot will be randomly determined as each individual candidate logs into the voting website.



Student Government Association President

Requirements to run for SGA President:

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA President

To run for the office of SGA President a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA President position is a stipend of \$3,500 annually.

General Description of SGA President position as stated in the SGA Constitution

- Shall provide executive leadership to the New York City College of Technology Student Government Association and assume primary responsibility for the fulfillment of the student association purpose.
- Shall adhere to governing rules and regulations of the CUNY Board of Trustees, as well as to the constitutions of the University Student Senate, College Association Board and Student Government.
- Shall preside at all meetings of the Student Government Association Executive Board.
- Shall represent the members of the SGA at official college ceremonies and other places where such representation in appropriate.
- Shall be an ex-officio member of all committees and the College Council.
- Shall sit on the College Association Board and the Auxiliary Enterprise Board.
- Shall meet regularly with the college's advisor to the Student Government Association.
- Shall provide "public hearings" (student forums) once a semester with the student body and hold meetings with the SGA Executive Board once a month.
- Serves as a co-signatory for Student Government Association related check requests.
- Shall have the power to appoint standing committees and create special committees that meet the needs of the students.
- Shall set-up, post and maintain office hours.



Student Government Association Vice President

Requirements to run for SGA Vice President

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Vice President

To run for the office of SGA Vice President a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Vice President position is a stipend of \$3,500 annually.

General Description of SGA President position as stated in the SGA Constitution

- Shall in the absence of the president, assume those duties and powers delegated to the president.
- Shall serve as chairperson of the Appeals Committee.
- Shall be a voting member of the Executive Board when not presiding.
- Shall coordinate the activities of the Club Council and organizations recognized by the Student Government Association.
- Shall carry duties delegated by the president to the office of the vice president.
- Shall set-up, post, and maintain office hours.



Student Government Association Treasurer

Requirements to Run for SGA Treasurer

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semester.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Treasurer

To run for the office of SGA Treasurer a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Treasurer position is a stipend of \$3,500 annually.

General Description of SGA Treasurer position as stated in the SGA Constitution

- Shall maintain records of the income, expenditures and current balance of the student activity budget and prepare financial reports for the College Association Board of Directors.
- Shall be a member of the SGA Budget Committee and report to the Executive Board of the Student Government Association all approved budgets and other pertinent information resulting from Budget Committee meetings.
- Shall sit on the College Association Board of Directors.
- Shall set-up, post and maintain office hours.



Student Government Association Secretary

Requirements to run for SGA Secretary

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Secretary

To run for the office of SGA Secretary a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Secretary position is a stipend of \$3,500 annually.

General Description of SGA Secretary position as stated in the SGA Constitution

- Shall keep accurate minutes of all S.G.A. Executive Board meetings.
- Shall maintain records of Executive Board meetings.
- Shall type all official correspondence of the Student Government Association.
- Shall be responsible for the filing of all Executive Board meetings minutes, fiscal statements and other records with the college librarian.



Student Government Association Chief Justice

Requirements to run for SGA Chief Justice

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits for a full time position.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Chief Justice

To run for the office of SGA Chief Justice a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Chief Justice position is a stipend of \$3,500 annually.

General Description of SGA Chief Justice position as stated in the SGA Constitution

- Shall review and report to the student body all pertinent legislative changes as they occur.
- Shall hear all grievances presented by students.
- Shall preside over the Judicial Committee.
- Shall be responsible for the advising and validity of all amendments and by-laws enacted under the constitution.
- Shall sit on the Auxiliary Enterprise Board of Directors.
- Shall set-up, post and maintain office hours (including some evening hours).



Student Government Association Social Director

Requirements to run for SGA Social Director

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Social Director

To run for the office of SGA Social Director a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signatures to guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Social Director position is a stipend of \$3,500 annually.

General Description of SGA Social Director position as stated in the SGA Constitution

- Shall canvass the student body to determine the interests and needs of the constituency.
- Shall, each semester, present to the Executive Board a calendar of planned social events for review and approval.
- Shall appoint non-voting coordinators to aid in the implementation of the social calendar.
- Shall be responsible for the implementation of rules and regulations pertaining to social events.



Student Government Association Part-Time/Evening Representative

Requirements to run for SGA Part-Time/Evening Representative

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of 12 college and/or equated credits.
- Must be enrolled in and maintain a minimum of 3 college and/or equated credits for a part-time position.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Part-Time/Evening Representative

To run for the office of SGA Part-Time Evening Representative a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
- Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Form (attached)
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signature it guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Part-Time/Evening Representative position is a stipend of \$3,500 annually.

General Description of SGA Part-Time/Evening Representative position as stated in the SGA Constitution

- Shall work with the Social Director in order to insure that social calendar events will reflect the interest and needs of the part-time and evening student population.
- Shall canvass the part-time and evening student body to determine the interest and needs of the constituency.
- Shall represent the part-time and evening students at all SGA meeting and events.
- Shall have regular office hours to accommodate both part-time and evening students.



Student Government Association Divisional Senator

Twelve (12) Position/Four (4) from each School (Arts and Science, Professional Studies, and Technology and Design)

Requirements to run for SGA Senator

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for SGA Senator

To run for the office of SGA Senator a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Platform Statement Form (attached)
- Two (2) faculty nomination letters, one of which must come from a faculty member within the candidate's school.
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the SGA Senator position is a stipend of \$300 annually.

General Description of SGA Senator position as stated in the SGA Constitution

- Shall represent the student body through service on the Student Government Association Executive Board.
- Shall canvas the needs, interests and concerns of City Tech students.
- Shall call and conduct legislative assemblies within their school each semester to keep students informed.



College Council – Student Representative

Twelve (12) Position/Four (4) from each School (Arts and Science, Professional Studies, and Technology and Design)

Requirements to run for College Council – Student Representative

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must be at least eighteen years of age to serve on College council.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.
- Must be available from 12:45 – 2:15 p.m. on Tuesdays.

Filing to Run as a Candidate for College Council – Student Representative

To run for the office of College Council – Student Representative, a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Two (2) faculty nomination letters, one of which must come from a faculty member within the candidate's school.
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

There is currently no financial compensation for these positions.

General Description of College Council – Student Representative Position

- College Council – Student representatives represent students on the College Council. They are also required to serve on one of the following College Council standing committees.
- *Curriculum Committee*- responsible for evaluation of curriculum proposals for modification of curriculum and formulation of curriculum policy.
- *Committee on Students*- responsible for the evaluation and formulation of policy pertaining to student recruitment, admissions, discharge, student orientation, registration, discipline, counseling, academic standards, granting of degrees, ceremonies, health and other services, extra-curricular activities including athletics, student grievances and other activities relating to students.
- *Budget Committee*- responsible for the recommendation and evaluation of policy relating to the financial and budgetary affairs for the college.
- *Legislative Committee*- responsible for the formulation of any required amendments to the College Council Constitution, elections procedures and by-laws. Shall also review and recommend action on legislation of concern to the college.
- *Building and Grounds Committee*- shall be responsible for making recommendations to the College Council concerning the physical facilities of the college.
- *Personnel Committee*- shall be responsible for the development of policies and practices (not covered by the Board of Trustees By-laws or existing contractual agreements) relating to the instructional staff.



**College Association Board – Student Representative
Four (4) Position**

Requirements to run for College Association Board – Student Representative

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must be at least eighteen years of age to serve on the College Association Board.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for College Association Board – Student Representative

To run for the office of College Association Board – Student Representative, a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signature it guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

There is currently no financial compensation for these positions.

General Description of College Association Board – Student Representative Position

The College Association Board Member will sit on the board whose purpose is as follows:

- Shall review and approve all Student Activity Fee-supported budgets for compliance with the established and approved (by City University) categories of expenditures.
- Shall promote and cultivate educational and social relationships among students, faculty and staff of New York City College of Technology.
- Shall participate in the building and development programs of the college.



Auxiliary Enterprise Board – Student Representative
Three (3) Positions

Requirements to run for Auxiliary Enterprise Board – Student Representative

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must be at least eighteen years of age to serve on the Auxiliary Enterprises Board.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for Auxiliary Enterprise Board – Student Representative

To run for the office of Auxiliary Enterprise Board – Student Representative, a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
- Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signature it guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

There is currently no financial compensation for these positions.

General Description of Auxiliary Enterprise Board – Student Representative Position

The Auxiliary Enterprise Board Member will sit on the board whose purpose is as follows:

- Shall establish and maintain auxiliary enterprises to service students, faculty, administrative staff, alumni and others. Such auxiliary enterprises may include food services, bookstore, vending and game machine, copying services and other enterprises to assist the college community.
- Shall assist in fund raising for student scholarships.
- Shall promote and cultivate educational and social relationships among students, faculty and staff of the college.
- Shall participate in the building and development of college programs.
- Shall administer the contractual agreement of all auxiliary enterprises and the college.



Faculty-Student Disciplinary Committee

Six (6) Positions

Requirements to run for the Faculty-Student Disciplinary Committee – Student Representative

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must be at least eighteen years of age to serve on Faculty-Student Disciplinary Council.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for the Faculty-Student Disciplinary Committee – Student Representative

To run for the office of the Faculty-Student Disciplinary Committee – Student Representative, a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Two (2) faculty nomination letters, one of which must come from a faculty member within the candidate's school.
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

There is currently no financial compensation for these positions.

General Description of the Faculty-Student Disciplinary Committee – Student Representative Position

- Shall meet to hear formal charges filed against students, which if proven would subject the student to disciplinary action.
- Shall meet when any charge, accusation or allegation presented against or by a student, which if proven, would subject the student to disciplinary action by the college.
- Shall hear all testimony, cross-examine witnesses, review all evidence presented, render a determination as a finding of guilty or not guilty and determine penalty to be imposed.



New Tech Times – Editor-in-Chief

Requirements to run for New Tech Times – Editor-in-Chief

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of twelve (12) college and/or equated credits.
- Must be enrolled in and maintain a minimum of twelve (12) college and/or equated credits.
- Credits must be maintained throughout the application, balloting and electioneering process.
- Must have one-year experience as a staff member on a newspaper (not necessarily at New York City College of Technology)
- Must not have served in an elected Student Government Association office for more than four (4) semesters.
- Transfer students may run for office once they have submitted a sealed transcript from their previous institution, which indicates that they meet the general requirements.

Filing to Run as a Candidate for New Tech Times – Editor in Chief

To run for the office of New Tech Times – Editor in Chief, a student must submit the following:

- Candidate Information Form (attached)
- Candidate's Profile (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- Student Election Nomination Petition (attached) with a minimum of 50 valid signatures of currently registered City Tech students. (It is recommended that a candidate collect at least one hundred signature it guarantee 50 valid signatures)
- Signed permission form to check G.P.A.
- Photograph (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** preferred.)

Term of Office

July 1, 2008 – June 30, 2009

Compensation

Current compensation for the New Tech Times – Editor-in-Chief is a stipend of \$3,300 annually.

General Description of New Tech Times – Editor-in-Chief position

The Editor-in-Chief of the New Tech Times supervises the preparation and publication of the student newspaper, The New Tech Times. The Editor-in-Chiefs works with a group of student writers, designers and photographers and is responsible for editorial content, advertisement sales and the budget.



Important Information and Explanations

Candidate Profile

- All candidates running for a Student Government Association position must submit a profile statement. A profile statement form is included on page 27.
- Candidate Profiles will be made available to the student body.
- Candidate profiles may be posted. All profiles must include party affiliation, if applicable.
-Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.

Platform Statements

- All candidates running for a Student Government Association position must submit a platform statement. The form for submitting a platform statement may be found on page 29.
- All platforms must include party affiliation and organizational endorsements, if applicable.
- Members of a slate must each submit a separate platform statement form although it may be the same statement.
- Platform statements may be posted.

To Maintain an Elected Office

- Maintain a minimum cumulative G.P.A. of 2.50.
- Meet the requirements of the governance body.
- Continue to be enrolled for a minimum of 12 college and/or equated credits for a full time positions; be enrolled for a minimum of 3 college and/or equated credits for a part-time position.
- Any student representative placed on academic probation or who chooses to drop below 12 credits for a full-time position or 3 credits for a part-time position automatically loses the right to serve as a student representative. . Re-election may be sought only when academic probation is lifted and/or credits restored.

Campaigning

Eligible candidates, as determined by the S.E.R.C. review, may begin campaigning on Tuesday, March 25, 2008. Campaigning is defined as the process of soliciting individual votes through any medium. This includes, but is not limited to, personal solicitations, posting of campaign flyers, email campaigns and online requests for votes.

The candidate may state that they are intending to run for office at any time as this is required to collect the signatures necessary for candidacy. However, they may not begin to solicit votes until the campaigning period begins.



Violations of Election Guidelines and Regulations

All candidates and the Student Election Review Committee members shall be familiar with all rules, regulations and guidelines in the Election Handbook. Election violations include:

1. Failure to abide by any rule outlined in this handbook.
2. Harassment of any member of the S.E.R.C.
3. Campaigning before the period and/or times designated by the S.E.R.C.
4. Removing or destroying another candidate's publicity.
5. Rallying or demonstrating in a classroom, library or public area without prior authorization.
6. Using another student's ID.
7. Removal of any name from the ballot without S.E.R.C. authorization.
8. Electioneering within fifty (50) feet of the polling area.
9. Any boisterous behavior that may intimidate or harass any member of the election process.

Complaint Process

Complaints of alleged violations must be submitted in writing to S.E.R.C. within 48 hours of the final close of election polls. The following information should be included with a complaint:

- Name of person filing the complaint.
- Name of accused.
- Time, place and date of the violation.
- Nature of the violation with the details pertinent to election code regulations.
- Names and phone numbers of any witness.

All information must be **submitted in duplicate** by the complainant with the understanding that he/she may have to appear as a witness before S.E.R.C. and at any hearing that may be held. The complainant should sign the violation notice. Violation complaints shall be acted upon before the tallying of final results, and shall be subject to the procedures outlined in this election guideline.

Penalties for Violations

Any candidate who, following an investigation of an alleged campaign violation by S.E.R.C., has been determined to have not complied with election codes will be disqualified.

Any behavior in violation of the **College Code of Conduct** shall be subject to sanctions through established College procedures.

**Electronic Polling Procedures**

1. Voting for major spring elections shall take place over a consecutive period of three (3) days and two (2) nights.
2. All currently enrolled City Tech students are eligible to vote.
3. Voting online will require a password to enter the polling site. This password will be unique to each student.
4. The Office of Student Life and Development will post password and balloting information a minimum of one week prior to the polls opening.
5. The Office of Student Life and Development will e-mail election information to all students. The mailing will include instructions on how to vote, days and times of voting and password information.
6. The tabulation of the final results shall be made in the presence of a S.E.R.C. member and the Office of Student Life and Development representative.
7. The Office of Student Life and Development and S.E.R.C. will monitor the voting machine process.
8. Official results will be reported by S.E.R.C. a minimum of 48 hours after the close of the polls. Official results are contingent upon final review of any reported violation and the certification by S.E.R.C.

Polling Procedures in the Absence of Voting Machines or Electronic Polling

1. Paper ballots shall be used in the event that voting machines or electronic voting is not available or in the event of a run-off election.
2. Poll watchers will staff polling locations. These individuals will be appointed by the S.E.R.C., and coordinated by the Office of Student Life and Development.
3. Alphabetical registration printouts containing the names and school ID number of all New York City College of Technology students will be available at each polling location.
4. Poll watchers will ask voter for a City Tech ID card and then shall cross check the students name with their school ID number. The student will sign his/her name on the roster and retrieve his/her ID card.
5. If his/her name does not appear on the list, the student must obtain verification from the Registrar's Office, that he/she is an officially registered student at City Tech.
6. Once the student signs next to his/her name on the computer list, the student shall proceed to fill out the ballot, fold it and slip it inside the ballot box. With the exception of the voter, no one can touch the ballot box while the student is voting.
7. At the beginning of each day, a S.E.R.C. member and the Office of Student Life and Development are responsible for delivering the ballots, ballot box and computer list to the polls. At the end of the day, all materials shall be stored with the public safety office.
8. The number of signatures should match the number of ballots cast allowing for a reasonable + or - margin.
9. A memorandum listing the candidates, and number of votes each received shall be prepared and signed by the S.E.R.C. and the Office of Student Life and Development, for dissemination to the college community.





For Office Use

GPA _____
Approved
 Yes
 No

Candidate Information Form

Date: _____

Candidate Name: _____

I am filing to be a candidate for the following:

(Each position requires a separate Candidate Information Form and application)

- SGA President
- SGA Vice President
- SGA Secretary
- SGA Treasure
- SGA Chief Justice
- SGA Social Director
- SGA Part-Time/Evening Representative
- SGA Senator
- New Tech Times Editor-in-Chief
- College Council
- College Association Board Member
- Auxiliary Enterprise Board Member
- Faculty Student Disciplinary Committee

Are you running as part of a slate of candidates? _____ Yes _____ No

If yes, what is the name of your slate? _____

Major: _____

School: _____

The following information is required for identification and contact information. It will not be shared publicly or with other candidates.

Full Social Security Number: _____

Phone Number: () _____

Alternate Phone: () _____

E-mail Address: _____

E-mail Address 2: _____

Mailing Address: _____





Candidate Profile

(print clearly)

Please return form to the Office of Student Life and Development, G516 by Tuesday, March 11, 2008 at 5:00 P.M. Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.

Candidate Name: _____

Candidate for the following office: _____

Are you running as part of a slate of candidates? Yes No

If yes, what is the name of your slate? _____

Major: _____

School: _____

What would you like to accomplish as an elected officer or representative position?

What qualifies you to run for an elected office or representative position?

What would you like the City Tech voters to know about you?





Candidate's Platform Statement

Please return form to the Office of Student Life and Development, G516 by Tuesday, March 11, 2008 at 5:00 P.M.

Candidate Name (print clearly): _____

Candidate for the following office: _____

Are you running as part of a slate of candidates? Yes No

If yes, what is the name of your slate? _____

Major: _____

School: _____

Please state your platform below:
(Attach additional pages if needed.)





Permission to Verify G.P.A. and Academic Standing

Please return form to the Office of Student Life and Development, G516 by Tuesday, March 11, 2008 at 5:00 P.M.

Candidate Name (print clearly): _____

I give permission for the Office of Student Life and Development staff to check my G.P.A. and academic standing. I understand that this information will not be shared publicly or with other candidates. It will only be used to verify eligibility.

Candidates Signature

Date





Letter of Nomination

(Required for candidates for SGA Senator, College Council and Student Disciplinary Committee)

Date: _____

Candidate Name: _____

Candidate Major: _____

Candidate School: _____

I am pleased to nominate the above individual for the position of

- SGA Senator
- College Council
- Faculty Student Disciplinary Committee

To the best of my knowledge this student is in good standing at Standing at New York City College of Technology and has demonstrated sound judgment, a sense of responsibility, and a desire to represent his/her fellow students in the governance structure of the college.

Professor's Signature _____

Professor's Name (Printed) _____

Professor's Department _____

Professor's Telephone Number _____

Please return form to the Office of Student Life and Development, G516, Tuesday, March 11, 2008 at 5:00 P.M.





Letter of Nomination

(Required for candidates for SGA Senator, College Council and Student Disciplinary Committee)

Date: _____

Candidate Name: _____

Candidate Major: _____

Candidate School: _____

I am pleased to nominate the above individual for the position of

- SGA Senator
- College Council
- Faculty Student Disciplinary Committee

To the best of my knowledge the student is in good standing at Standing at New York City College of Technology and has demonstrated sound judgment, a sense of responsibility, and a desire to represent his/her fellow students in the governance structure of the college.

Professor's Signature _____

Professor's Name (Printed) _____

Professor's Department _____

Professor's Telephone Number _____

Please return form to the Office of Student Life and Development, Tuesday, March 11, 2008 at 5:00 P.M.











