

City Tech



**Student Governance Elections for
Academic Year 2025-2026**

Election Handbook and Application Packet

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Table of Contents

Introduction	4
Election Calendar	5-6
Student Governance Offices	7
Procedures for Filing and Running as a Candidate	8
Student Government Association Purpose and Responsibilities	9
Student Government Association President	10-11
Student Government Association Executive Vice President	11-12
Student Government Association Vice President of Finance	12-13
Student Government Association Executive Secretary	13-14
Student Government Association Vice President of External Affairs	15
Student Government Association Vice President of Student Organizations	16-17
Student Government Association Vice President of Activities and Events	17-18
Student Government Association Senator of Technology & Design	18-19
Student Government Association Senator of Professional Studies	18-19
Student Government Association Senator of Arts & Sciences	18-19
Student Government Association Senator of Part-Time Students	19
Student Government Association Senator of Evening Students	20
Student Government Association Senator of Accessibilities	20-21
College Council –Student Representative	21-22
College Association Board – Student Representative	22-23
Auxiliary Enterprises Board – Student Representative	23-24
Faculty-Student Disciplinary Committee – Student Representatives	24-25
Student Newspaper – Editor-in-Chief	25-26
Important Information and Explanations	27
Candidate Profile	
Platform Statements	
To Maintain an Elected Office	
Campaigning	
Violations of Election Guidelines and Regulations	28
Complaint Process	
Penalties for Violations	



Student Governance Elections 2025-2026

Electronic Polling Procedures	28
Candidate Information Form	29
Candidate's Profile and Platform Statement	30
Letter of Nomination	31
Student Leader Election Petition	32
SERC Guide for SGA Elections	33-34
SERC Frequently Asked Questions	35
Complaint and Review Process	35-36



STUDENT GOVERNANCE AT NEW YORK CITY COLLEGE OF TECHNOLOGY-CUNY

Introduction:

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, and coordinating extracurricular events.

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 Student Newspaper 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 elected 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 students the ideal setting to test out ideas and abilities, and to 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.

All currently enrolled City Tech students are eligible to participate in the New York City College of Technology student elections regardless of citizenship status.

Student Governance Elections 2025-2026

Election Calendar

Below is the Spring 2025 calendar for the New York City College of Technology student governance election. All candidates must adhere to these dates.

Tuesday, February 18	Applications Available —Election material will be accessible to all students via e-mail and on the college website. Students may begin submitting candidate nomination form and begin requesting Student Leader Election Petitions. Student Leader Election Petitions will be available two business days after applications are submitted.
Thursday, February 20	SLD Info Session on Election Procedures. Academic Building Room A517 at 12:30pm -2:15pm.
Thursday, March 13	Applications Due —All nomination material is due in the Office of Student Life and Development's e-mail by 5:00p.m. NO EXCEPTIONS. Ballot Deadline. Last date for referendum and all other articles to be placed on the ballot.
Sunday, March 16	Last Day for Student Leader Election Petitions to be completed. Petitions will automatically shut down at end of day.
Monday, March 17- Tuesday, March 18	Review of Applications- Nomination material checked for eligibility, signatures, and completeness.
Wednesday, March 19	Candidates Notification —Candidates are notified of eligibility to run for a governance position. (Candidates posted on SLD social media). Students will be notified via email they listed on the candidacy forms.
Thursday, March 20	Campaigning Begins —All eligible candidates may begin campaigning.
Thursday, March 27	Candidates Forum —All candidates will be invited to participate in a candidate's forum at 12:30pm – 2:30pm on the Library Ground Floor.
Thursday, March 27 - Tuesday, April 22	Elections- Elections will be held online using the City Tech Connect platform. Voting will be done entirely online. Voting will close at 11:59 pm.
Wednesday, April 23	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 by email to studentlife@citytech.cuny.edu by 6:00 p.m. <i>See the Election Handbook under Complaint Process, pg. 28 and 35-36, for specific information that must be included in your complaint.</i>
Monday, April 28	Official Results Scheduled to Be Released and Posted

Friday, May 2

Leadership Workshop for Newly Elected SGA Members

Leadership development event for newly elected student government members. Information will be communicated to the newly elected members.



Student Governance Elections 2025-2026

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 below. The term of office for all positions is **July 1, 2025 – June 30, 2026**.

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. As required by the by-laws, some positions have specific grade point average (GPA) requirements. Your GPA will be reviewed to determine your eligibility for the position.

Student Government Officers and Senators

President
Executive Vice President
Vice President of Finance
Executive Secretary
Vice President of External Affairs
Vice President of Student Organizations
Vice President of Activities and Events
Senator of Technology – 4
Senator of Professional Studies – 4
Senator of Arts & Sciences – 4
Senator of Part-time Students – 1
Senator of Evening Students – 1
Senator of Accessibilities – 1

College Council

12 Divisional Student Representatives (four from each school)

College Association Board

4 Student Representatives
3 Alternate Student Representatives

Auxiliary Enterprise Board

4 Student Representatives

Faculty-Student Disciplinary Committee

6 Student Representatives

Student Newspaper

Editor-in-Chief



Procedures for Filing and Running as a Candidate

1. Candidates must first obtain an Election Handbook and Application Packet from the Office of Student Life & Development. Check your City Tech Email. Nomination packets will be available on **Tuesday, February 18, 2025**. The Election Nomination Packet will contain a calendar of important dates.
2. Students must submit a Candidate Information Form and the supporting 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, via e-mail, by **Thursday, March 13, 2025 at 5:00 PM**. No applications for candidacy will be accepted after this time.
4. When filing materials are submitted, the student will be asked to complete a basic information form to verify candidacy. A Student Life and Development representative will document that they have received the candidate's packet by signing and noting time received. Applicants will be given a receipt.
5. **Each position requires the minimum number of nominees.** Students may declare their candidacy for only one position per petition. Changes in candidacy require a second petition. Students can 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, but not for two positions in SGA).
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 (SERC) 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 SERC the candidate may begin campaigning on **Thursday, March 20, 2025**.
9. Candidates 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. An election meet and greet will be held for all candidates on **Thursday, March 27, 2025**. All candidates are eligible to participate. Participation in the meet and greet is not mandatory for the candidate.
11. Candidates may not deface college property with election propaganda at any time.
12. Failure to observe these rules and regulations will result in immediate disqualification of the candidate.
13. Candidates are additionally required to follow all New York City College of Technology, City University of New York, and New York State laws. Failure to observe these laws may disqualify the candidate and may result in school discipline or other appropriate action in the case of law(s) being broken.



Student Government Association Purpose and Responsibilities

Purpose & Objectives: The SGA shall represent the entire student body and as such shall have the responsibility to make decisions, rules, and regulations according to the functions and purposes of this association. The SGA shall conform and abide by the policies and procedures established by New York City College of Technology, The College Association Board of Directors, and the Bylaws of the Board of Trustees of the City University of New York.

Each member of the Student Government Association has the responsibility to serve as a representative of the students at New York City College of Technology. The positions and actions taken while in office must directly reflect opinions and needs of the entire student body. SGA Constitution, Article II.

Responsibilities of the SGA Body:

- A. The SGA Body shall carry out the duties delegated by the SGA President.
- B. The SGA Body is responsible for informing the students at New York City College of Technology about what happens on their campus.
- C. The SGA Body is responsible for canvassing the needs, interests, and concerns of the student body to promote services and activities reflecting the diversity of its population.
- D. The SGA Body is responsible for calling and conducting special assemblies of the student body.
- E. The SGA Body is responsible for assisting all certified clubs at the college.
- F. The SGA Body will regulate and be responsible for the actions of board members when violations occur.
- G. A quorum (half plus one) of the SGA Body shall be necessary to vote during a business meeting. Motions shall be carried by a majority of the SGA members present. Minutes of the meeting shall be made public to the student body. A copy shall be provided to the College Library for this purpose.
- H. The SGA Body shall meet the first Thursday of each month. A special meeting may be called at the designation of the President or by signed petition of 50% of the membership of the SGA Body. Forty-eight (48) hour advance notice shall be given for the calling of a special meeting of the SGA Body.
- I. Any position that is presented as a position of the SGA Body must have received a majority approval of the SGA Body.
- J. Any official public actions taken by an SGA Body member on behalf of the Executive Board shall have received a majority approval of the SGA Body.
- K. The Executive Board will submit the finalized Student Government Association Budget to the College Association Board for approval.
- L. The SGA Body shall be responsible for full disclosure to its constituency of all financial information with respect to Student Government Activity Fees. Disclosure shall mean the presentation each semester of written financial statements including but not limited to, the source of all income, disbursements, transfers, past reserves, surplus accounts, and contingency and stabilization accounts.
- M. Each member of the SGA Body shall have one (1) vote except for the President who shall have no vote except in the case of a tie.
- N. A calendar of events and meetings shall be established and distributed by the second week of classes each semester.
- O. Minutes of the meeting shall be made public to the student body and distributed by the Secretary.
- P. All Committees of the Student Government Association, except for ad hoc committees shall be established by the second week of the term. Each Committee shall select a Chairperson. The Chairperson of each Committee of the Student Government Association shall be submitted in writing to the Secretary, so that it may be distributed to the Clubs on or before the Club Certification Deadline.



Student Government Association President

Requirements to run and serve as 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 as the Student Government Association President 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 and Platform Statement (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.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to studentlife@citytech.cuny.edu are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

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

- The President shall be the Chief Executive Officer (also referred to as CEO) of SGA and preside at all meetings of the SGA Body.
- The CEO leads and manages SGA. With the SGA Body they will set the goals, the mission, the targets, and delegates to the SGA body's said tasks.
- The President or designee shall represent the members of the SGA at official college ceremonies and on other occasions where such representation is appropriate.
- The President shall be an ex-officio member of all committees of SGA.
- The President shall be a voting member of the College Association Board (also referred to as CAB) and the Auxiliary Enterprise Board (also referred to as AEB).
- The President shall meet with the Speaker of the Senate once a week.
- The President or designee shall meet with the Manager of Student Life or designee each week.
- The President or designee shall meet with the President of the College, Vice President of Academic Affairs and Provost, Vice President of Enrollment and Student Affairs, Vice President for Administration and Finance, Dean of the School of Professional Studies, Dean of the School of Technology and Design and Dean of the School of Arts and Sciences individually at least twice a semester.
- The President shall serve as signatory for the club related check requests in the absence of the VP



Student Governance Elections 2025-2026

of Finance.

- The President shall complete 12 office hours per week.

Student Government Association Executive Vice President

Requirements to run and serve as 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 Executive Vice President

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 – June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

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

- The Executive Vice President shall be the Chief Operating Officer (also referred to as COO) of SGA and preside at all meetings of the SGA body in the absence of the President.
- The COO oversees the functions and general operations of SGA.
- The Executive Vice President shall serve as chairperson of the Judicial Committee.
- The Executive Vice President shall be a voting member of the Budget Committee.
- The Executive Vice President shall be a voting member of the College Association Board.
- The Executive Vice President shall administer mid-semester and end of the semester assessments of the SGA Body's personal satisfaction and performance.



Student Governance Elections 2025-2026

- The Executive Vice President shall assume the powers and duties of the President in their absence.
- The Executive Vice President shall be a voting member of the SGA Body when not presiding over the meeting. The Vice President shall have no vote when presiding in the absence of the President.
- The Executive Vice President or designee shall meet with the President of the College, Vice President of Academic Affairs and Provost, Vice President of Enrollment and Student Affairs, Vice President for Administration and Finance, Dean of the School of Professional Studies, Dean of the School of Technology and Design and Dean of the School of Arts and Sciences individually at least once a semester.
- The Executive Vice President may serve as signatory for the club related check requests in the absence of the President and VP of Finance.
- The Executive Vice President shall complete 12 office hours per week.

Student Government Association Vice President of Finance

Requirements to run and serve as SGA Vice President of Finance

- 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 of Finance

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 – June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**



Student Governance Elections 2025-2026

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

- The VP of Finance shall be the Chief Financial Officer (also referred to as CFO) of SGA and must possess basic knowledge of accounting and budgeting procedures to execute their duties.
- The CFO has the responsibility of managing SGA finances, including SGA financial planning, management of financial risks, maintaining records of SGA expenditures, current balance of the Student Activity Fee supported budget, and financial reporting. This shall be all within the guidelines of the College Association Board.
- The VP of Finance shall serve as the chairperson of the Budget Committee.
- The VP of Finance shall be a voting member of the Clubs Committee.
- The VP of Finance shall be a voting member of the Events Committee.
- The VP of Finance shall be a voting member of the College Association Board (also referred to as CAB).
- The VP of Finance shall create a fiscal report of expenditures and balances upon the first general meetings of August and February of the SGA Calendar Year in conjunction with the Budget Committee. If for any reason the VP of Finance is unable to submit a fiscal report during these meetings, the VP of Finance shall email the SGA body at least one week prior to the meeting. A hard copy shall be submitted to the Executive Secretary and emailed to the SGA body.
- The VP of Finance shall notify certified organizations that are eligible to receive allocations at least two weeks in advance of any Budget Committee meeting for review.
- The VP of Finance shall have a Budget Committee meeting at least once per month.
- The VP of Finance shall serve as signatory for the club related check requests.
- The VP of Finance shall meet with the business manager and or their designee at least once a semester.
- The VP of Finance shall complete 12 office hours per week.
- Monthly financial reports shall be prepared that include any allocations of funds or financial documents. For the reports to be approved, the following procedure must be completed in this order:
 - The Budget Committee (with quorum) reviews and votes for approval.
 - The President and Executive Vice President must get the report via e-mail no more than 48 hours after the committee meeting for review.
 - After review, the VP of Finance shall e-mail a copy of the report to the SGA body for final review and approval within the general meeting.
 - If the SGA body (with quorum) approves the report via majority vote, then the report is official.
 - In the case of a majority vote for no approval within the Budget Committee or SGA body of a monthly report, funds, or financial documents.

Student Government Association Executive Secretary

Requirements to run and serve as SGA Executive 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.



Student Governance Elections 2025-2026

- 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 Executive Secretary

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 – June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

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

- The Executive Secretary shall possess basic knowledge of administrative procedures to properly execute their duties.
- The Executive Secretary shall keep accurate minutes of all meetings of the SGA Body and submit them for approval at the next meeting.
- The Executive Secretary shall be responsible for collecting reports from all the members at the monthly meetings of the SGA.
- The Executive Secretary shall be responsible for maintaining all records of the SGA. The minutes of the SGA Body shall be kept on file for a minimum of seven years.
- The Executive Secretary shall be responsible for all correspondence of the SGA.
- Within 10 business days of the SGA meeting, a copy of the minutes from each SGA meeting must also be submitted to the SGA Body, Library, Vice President of Enrollment and Student Affairs, and the Manager of Student Life and Development.
- The Executive Secretary shall maintain an SGA Archive consisting of all minutes, correspondence, publications, and officers' records of the SGA.
- The Executive Secretary shall be available to serve on at least one committee.
- The Executive Secretary shall complete 12 office hours per week.



Student Government Association Vice President of External Affairs

Requirements to run and serve as SGA Vice President of External Affairs

- 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 Vice President of External Affairs

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 – June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

General Description of SGA Vice President of External Affairs position as stated in the SGA Constitution

- The Vice President of External Affairs shall be responsible for engaging New York City College of Technology SGA with the outside community.
- The Vice President of External Affairs shall meet monthly with the External Council/Government Relations liaison.
- The Vice President of External Affairs shall be responsible for building relationships between the local elected officials, community organizations and the SGA.
- The Vice President of External Affairs shall be a member of the Events Committee.
- The Vice President of External Affairs shall complete 10 office hours per week.



Student Government Association Vice President of Student Organizations

Requirements to run and serve as SGA Vice President of Student Organization

- 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 of Student Organizations

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

General Description of SGA Vice President of Student Organizations position as stated in the SGA Constitution

- The Vice President of Student Organizations is responsible for outreach and communications between clubs and other student organizations on campus.
- The Vice President of Student Organizations is responsible for attending meetings with the Vice President of Student affairs, along with the Student Government President unless otherwise stated by the SGA President.
- The Vice President of Student Organizations should meet monthly with the Manager of Student Life to express any club related concerns.
- The Vice President of Student Organizations must give monthly reports about club activities and events happening around campus, and is responsible for communicating SGA events to clubs, and ensuring their support in SGA related events.
- The Vice President of Student Organizations shall chair the Committee on Clubs.



Student Governance Elections 2025-2026

- The Vice President of Student Organizations shall be a member of the Events Committee.
- The Vice President of Student Organizations shall complete 10 office hours per week.

Student Government Association Vice President of Activities and Events

Requirements to run and serve as SGA Vice President of Activities and Events

- 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 Vice President of Activities and Events

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 – June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

General Description of SGA Vice President of Activities and Events position as stated in the SGA Constitution

- The Vice President of Activities and Events shall canvass the student body to determine the interests and needs of the students and report findings to the SGA Body throughout the semester.
- The Vice President of Activities and Events in conjunction with the Events and Budget Committee shall present the completed social calendar to the Executive Board each semester for review, discussion, and approval.
- The Vice President of Activities and Events shall preside over the SGA Events Committee.
- The Vice President of Activities and Events shall have the responsibility for the adherence and the



Student Governance Elections 2025-2026

implementation of the rules and regulations of the New York City College of Technology and the Bylaws of the Board of Trustees of the City University of New York, pertaining to SGA sponsored social events.

- The Vice President of Activities and Events shall submit a calendar and budget to the Budget Committee no later than thirty (30) days prior to the date of the SGA budget submission to the College Association Board.
- The Vice President of Activities and Events shall coordinate logistics and publicity of SGA functions through the office of Student Life and Development.
- The Vice President of Activities and Events shall meet with the Events Committee at least once per month.
- The Vice President of Activities and Events shall complete 10 office hours per week.

Student Government Association Senators – School

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

Requirements to run and serve as 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 and Platform Statement (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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**



Student Governance Elections 2025-2026

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

- The School Senators shall attend all SGA Body meetings.
- The School Senators shall meet once a month to uphold responsibility for canvassing the needs, interests, and concerns within their represented schools.
- The School Senator shall be available to serve on at least one committee.
- The School Senator shall complete 5 office hours per week.

Student Government Association Senator – Part-time Students

Requirements to run and serve as SGA Senator for Part-time Students

- Must have attained a minimum cumulative G.P.A. of 2.50.
- Must have completed a minimum of six (6) college and/or equated credits.
- Must be enrolled in and maintain less than six (6) 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 for Part-time Students

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

General Description of SGA Senator for Part-time Students position as stated in the SGA Constitution

- The Senators for Part-time Students shall address the needs of the Part-time student body.
- The Senators for Part-time Students shall be a member of the SGA Budget Committee and Events Committee.
- Senators for Part-time Students shall coordinate and publicize all SGA activities to the part-time student body.
- Senators for Part-time Students shall perform outreach to the Part time student body.
- Senators for Part-time Students shall have 4 office hours per week.



Student Government Association Senator – Evening Students

Requirements to run and serve as SGA Senator for Evening Students

- 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 for Evening Students

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

General Description of SGA Senator for Evening Students position as stated in the SGA Constitution

- The Senator for Evening Students shall address the needs of the Evening Students body.
- The Senator for Evening Students shall be a member of the Events Committee.
- Senator for Evening Students shall coordinate and publicize all SGA activities to the Evening Students body.
- Senator for Evening Students shall perform outreach to the Evening Students body.
- Senator for Evening Students shall have 5 office hours per week during the evening.

Student Government Association Senator for Accessibility

Requirements to run and serve as SGA Senator for Accessibility

- 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.



Student Governance Elections 2025-2026

- 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 for Accessibility

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

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as determined by the SGA Board and approved by the College Association Board. **As per CUNY policy, stipend payments to student leaders shall be limited to two (2) years, or four semesters, for any position within the University.**

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

- The Senator for Accessibility shall possess basic knowledge of self-identified disabilities.
- The Senator for Accessibility shall attend all SGA Body meetings.
- The Senator for Accessibility shall meet twice a month with the Director of the Center for Student Accessibility to uphold responsibility for canvassing the needs, interests, and concerns of the students.
- The Senator for Accessibility shall post their hours of availability at the Director of Accessibility's office.
- The Senator for Accessibility shall be available to serve on at least one committee.
- The Senator for Accessibility shall complete 5 office hours per week.

College Council – Student Representative

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

Requirements to run and serve as 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 three (3) 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.



Student Governance Elections 2025-2026

- 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 PM 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 and Platform Statement (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Please note the Platform Statement section of the form does not need to be completed for this position. 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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

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 bylaws. 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) Positions and Three (3) Alternate Representatives

Requirements to run and serve as 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.



Student Governance Elections 2025-2026

- 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 and Platform Statement (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Please note the Platform Statement section of the form does not need to be completed for this position. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

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

Four (4) Positions

Requirements to run and serve as 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.



Student Governance Elections 2025-2026

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 and Platform Statement (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Please note the Platform Statement section of the form does not need to be completed for this position. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

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 administer the contractual agreement of all auxiliary enterprises and the college.
- May include assisting in fund raising for student scholarships.
- May include promoting and cultivating educational and social relationships among students, faculty and staff of the college.
- May include participating in the building and development of college programs.

Faculty - Student Disciplinary Committee -Student Representative

Six (6) Positions

Requirements to run and serve as 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.



Student Governance Elections 2025-2026

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 and Platform Statement (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Please note the Platform Statement section of the form does not need to be completed for this position. 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.
- ❑ The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to ***studentlife@citytech.cuny.edu*** are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

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.

Student Newspaper – Editor-in-Chief

Requirements to run and serve as Student Newspaper – 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)
- 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 Student Newspaper – Editor in Chief

To run for the office of Student Newspaper – Editor in Chief, a student must submit the following:

- ❑ Candidate Information Form (attached)
- ❑ Candidate's Profile and Platform Statement (attached)
 - Candidates are encouraged to submit a Microsoft Word file of the candidate profile information. Please note the Platform Statement section of the form does not need to be completed for this position. Files can be sent as attachments to ***studentlife@citytech.cuny.edu***.
- ❑ The petition will be conducted electronically on City Tech Connect. Candidates must log in with their CUNYFirst credentials and collect at least 30 valid signatures. Multiple positions may be listed on a single form with checkboxes for selection. Candidates must submit their completed application to receive a petition link.



Student Governance Elections 2025-2026

- The candidate is encouraged to submit a photograph. (Photos in jpeg format emailed to studentlife@citytech.cuny.edu are preferred.)

Term of Office

July 1, 2025 - June 30, 2026

Stipend

This position comes with a stipend as approved by the College Association Board.

General Description of Student Newspaper – Editor-in-Chief position

The Editor-in-Chief of the Student Newspaper 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 in the appendix.
- Candidate Profiles will be made available to the student body via postings and social media.
- 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.
- 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 position; be enrolled for a minimum of 3 college and/or equated credits for a part-time position or College Council Representative.
- 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 **Thursday, March 20, 2025**. 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, but they may not begin to solicit votes, post flyers, or add information on social media until the campaigning period begins, **Thursday, March 20, 2025**.



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. Using a name, password, or City Tech ID, other than your own, to cast votes. This includes, but is not limited to, collecting names and passwords to enter electronically at another time or physically entering this information for another person (even at their request).
10. Any boisterous behavior that may intimidate or harass any other student in the election process.

Complaint Process

Complaints of alleged violations must be submitted in writing to the Student Election Review Committee (S.E.R.C.) within 48 hours of the final close of election polls. That date is **Wednesday, April 23, 2025 at 6:00 P.M.** The following information should be included with a complaint:

- ☐ Name and EMPL ID 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. at any hearing that may be held. The complainant must sign the violation notice. Violation complaints shall be acted upon before the tallying of results and shall be subject to the procedures outlined in this election guideline. Anonymous submission will not be acted upon.

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 guidelines will be disqualified.

Any behavior in violation of the rules and policies of New York City College of Technology, the City University of New York, or the state of New York shall be subject to sanctions and discipline through established College procedures.



Electronic Polling Procedures

1. Voting shall take place over a consecutive period of fourteen (14) days.
2. All currently enrolled City Tech students are eligible to vote.
3. Voting will require students to use their EMPL ID and password, utilizing CUNYfirst login credentials.
4. The Office of Student Life and Development will post balloting information a minimum of one week prior to the first day of elections.
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, times, and locations of voting.
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 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., and the College President.
9. No student is allowed to vote using an ID and password other than their own.



For Office Use Only

Staff Initials _____

GPA _____

Approved Yes____No ____

Candidate Information Form

The information on this form will not be made publicly available. Forward completed form to Chandrica.Siewsankar06@citytech.cuny.edu or Studentlife@citytech.cuny.edu. This form is due on or before **Thursday, March 13, 2025 at 5:00 PM.**

Date: _____

Candidate Name: _____

I am filing to be a candidate for the following:

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

- | | |
|--|--|
| <input type="checkbox"/> SGA President | <input type="checkbox"/> SGA Vice President of Activities and Events |
| <input type="checkbox"/> SGA Executive Vice President | <input type="checkbox"/> Senator of Technology & Design |
| <input type="checkbox"/> SGA Vice President of Finance | <input type="checkbox"/> Senator of Professional Studies |
| <input type="checkbox"/> SGA Executive Secretary | <input type="checkbox"/> Senator of Arts & Sciences |
| <input type="checkbox"/> SGA Vice President of External Affairs | <input type="checkbox"/> Senator of Part-time Students |
| <input type="checkbox"/> SGA Vice President of Student Organizations | <input type="checkbox"/> Senator of Evening Students |
| | <input type="checkbox"/> Senator of Accessibilities |

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.

EMPL ID number as it appears on your City Tech ID: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Email Address 2: _____



Candidate Profile and Platform Statement

Please forward completed form to Chandrica.Siewsanakar06@citytech.cuny.edu or Studentlife@citytech.cuny.edu by **Thursday, March 13, 2025 at 5:00**

P.M. Candidates are encouraged to submit a Microsoft Word file of the candidate profile information.

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?

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

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

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

Letter of Nomination

(Required for candidates for SGA Senator, College Council and Faculty Student Disciplinary Committee) This form can be submitted as a hard copy or as an electronic document sent to Chandrica.Siewsankar06@citytech.cuny.edu or Studentlife@citytech.cuny.edu.

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 to the Office of Student Life and Development by Thursday, March 13, 2025 at 5:00 P.M.

Student Leader Petition

The petition process will be conducted electronically on the City Tech Connect platform. Candidates must log in using their CUNYFirst credentials for students to complete the petition.

Student Leader Election Petitions will be available two business days after applications are submitted. Students must complete the Candidate Information and the Candidate Profile and Platform Statement.

A single form may list multiple positions, allowing candidates to select only the petitions they wish to submit using checkboxes.

Candidates are required to collect a minimum of 30 valid signatures from currently registered City Tech students.

Student Leader Election Petition

All petitions will be reviewed by Office of Student Life and Development, G516, in consultation with the Student Election Review Committee (SERC). Signatures are required for candidates for SGA Officers and Student Newspaper Editor-in-Chief.

Only current students may make nominations and must be logged in utilizing their CUNYfirst credentials to complete this form. Students must receive a minimum of __ signatures.

Candidates Name:
Supporting Petition for the following Position:
Major/Department

Nominations will close March 7th 2025 at 5pm.

Student ID (EMPL ID) *

Nominating for position *

☐ Position

Signature *

Completing this form constitutes adding my electronic signature and support of this candidates nomination to appear on the election ballot.
Add your name here

SERC Guide for SGA Elections

Purpose of the Student Election Review Committee (SERC)

The student election review committee (SERC) reviews the conduct and process of student elections. More specifically, it establishes the election rules and guidelines. It also ensures that election procedures, voting, and certification of election results are proper.

General Guidelines of SERC

- SERC should enforce Board policy.
- SERC should establish rules and procedures that govern student elections.
- SERC should ensure that petitioning and voting should take place during the same semester.
- SERC should certify the results of all student government elections and referenda.
- SERC should establish election dates that conform with the CUNY Policy on the Scheduling of Student Government Elections

Important Election Rules & Guidelines

The following are some critical rules that guide SGA elections and must be enforced by the SERC:

Eligibility:

- All candidates must meet the BoT eligibility requirements.
- All candidates must be registered in the semester in which they are running for office and meet all eligibility requirements for the office

Campaign Guidelines:

- Campaigning is governed by standards of ethical conduct as befit leaders seeking elected office.
- Rules of Decorum should be adhered to throughout the campaign. (Art XV, section 15.1 of the CUNY Bylaws).
- Candidates are personally responsible for all campaign expenses.
- Student activity fees are not permitted to be used for campaign purposes.
- Candidates, including political parties, are not permitted to accept funds from student organizations that receive student activity fees. Evidence of such behavior will result in disqualification.
- This does not prohibit student publications funded by student activity fees from providing a

Student Governance Elections 2025-2026

platform for the candidates. However, in such instance, student publications must give all candidates the same opportunity and access. Within the rights outlined in the First Amendment, all campaign literature must comply with the college's rules and regulations for posters and flyers.

- Candidates and supporters are not permitted to remove or post over opposition candidates' literature.
- The use of amplified sound devices or other audio-visual devices must comply with the college's rules and regulations
- No Use of Student Fees: Candidates or clubs funded by student activity fees may not use these resources for campaign purposes.

Campaign Violations

- All complaints concerning violations of election procedures should be made in writing to the SERC and filed with either the SERC Chair or the Office of Student Life within the time frame established by SERC.
- SERC can resolve a complaint informally or through a hearing.
- Hearings should allow due process with an opportunity for both sides to present their case, submit evidence and challenge witnesses.

Appeals:

- All appeals of SERC decisions should be made to the President in writing within the rules under the applicable Board Bylaws. <https://policy.cuny.edu/bylaws/article-xv/>
- In accordance with the CUNY Bylaws, decisions of the student elections review committee may be appealed to the college president, whose decision shall be final.
- An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision.

SERC Frequently Asked Questions

Q: Can student clubs support a candidate?

A: No. Clubs funded by student activity fees cannot endorse or promote specific candidates as this violates election regulations.

Q: How do candidates use social media for campaigning?

A: Candidates may promote their candidacy using their personal social media accounts. However, using accounts or resources affiliated with student clubs or university departments is prohibited if those entities receive student fees.

Q: How are complaints about election violations handled?

A: Complaints must be submitted via email to the SERC, which will investigate and hold meetings to review the evidence. Based on the findings, a decision will be made.

Q: What actions can be taken if a candidate violates election rules?

A: Depending on the severity of the violation, consequences may range from issuing a warning to disqualifying the candidate from the election.

Q: Are candidates allowed to use college resources for their campaign?

A: No. University resources, including equipment, funds, faculty/staff, or facilities, cannot be used for campaign purposes.

Review Process of Complaints

When a complaint is filed, SERC will follow this procedure:

1. **Receipt of Complaint:** All complaints must be submitted via email.
2. **Initial Review:** The SERC will convene and conduct an initial complaint review.
3. **Investigation:** SERC will gather relevant information, interview candidates, and review documentation or evidence.
4. **Decision:** SERC will decide and communicate the outcome to all relevant parties after deliberation.
5. **Appeals Process:** Candidates may appeal the decision with the President within a designated period if they feel the process was unjust.
6. **Common Campaign Violations**

Use of Student Activity Fees: Any candidate benefiting from resources funded by student fees, such as club endorsements or advertisements, violates election rules. **Misuse of College Resources:** Campaigning is not allowed using school computers, facilities, or other resources.

Negative Campaigning: Defamatory or harmful statements against other candidates are not permitted and may result in disqualification.

Post-Election Procedures

- **Announcement of Results:** SERC ensures the election results are announced promptly and fairly.
- **Reporting:** A report summarizing the election process, complaints, and outcomes is drafted by SERC and submitted to the relevant university officials.
- **Feedback and Recommendations:** After the election, SERC should meet to discuss any issues that arose during the process and make recommendations for future elections.