Candidate Packet
Spring 2014 Senate Elections

Senate Positions Available
Wilkinson College of Humanities and Social Sciences (1)

Candidate Timeline
Friday, February 7 | 3 p.m. | Part 1 of Election Packet Due
Friday, February 7 | 3:30 p.m. | AF 303 | Mandatory Candidate Meeting
Sunday, February 9 | 9 p.m. | Senate Campaigning Begins
February 17-19 | Senate Elections
Wednesday, February 19 | 5 p.m. | Part 2 of Election Packet Due
Thursday, February 20 | 5 p.m. | All campaign materials must be removed from campus
Friday, February 21 | 1 p.m. | Senate Meeting
Friday, February 21 | 5 p.m. | Validation of Election Results

For questions or concerns, please contact:
Chad Rabago
Director of Elections
(714)744-7008
sgaelections@chapman.edu
Dear Potential Candidate:

I am delighted that you are interested in an elected position in Student Government Association.

As a Senator, it is expected that you make a semester long commitment to Senate, attend the weekly meetings, and to spend about 7 hours a week outside of the Senate meetings, attend committee meetings, and work on Senate related issues. Each Senator will be provided with a small fellowship/scholarship ($250/semester) for the service they provide to the student body. For additional information, please read the SGA Constitution, Bylaws, and Senate operating procedures. Should you have questions that are not answered in those documents, please contact the SGA advisor, Colleen Wood at cwood@chapman.edu.

Additional information will be provided at the mandatory candidate meeting. Please come prepared with any questions you may have regarding the election procedures. If you are unable to attend, please contact me immediately with the name of your representative who will be at the meeting. If you or your representative do not attend the meeting or if you do not email me one hour before the meeting with your representative’s name, you will not be eligible to run.

On behalf of Student Government Association, I appreciate your interest and look forward to meeting you. If you have any questions please contact me at sgaelections@chapman.edu.

Here are some frequently asked questions:

Q: When are weekly Senate meetings, and are they mandatory?
A: Senate meets every Friday during the academic year from 1 p.m.-3 p.m.. These meetings are mandatory.

Q: What if no one runs for a particular seat?
A: Candidates will have the opportunity to switch which seat they run for. This process will be explained at the mandatory candidate meeting.

Q: Do I have to pay for my campaign materials?
A: Yes. However, candidates are eligible to have their campaign costs reimbursed if they fill out the Campaign Finance Reimbursement Application.

Q: Do I have to provide a candidate statement, biography, or picture?
A: No. These materials are not required of candidates. However, if these materials are not provided, there will be no information about the candidate provided to The Panther or available for students on the SGA website or voting ballot.

Chad Rabago
Director of Elections
Chapman University Student Government Association
(714)744-7008
sgaelections@chapman.edu
Candidate Name: ________________________________
Position Running For: ________________________________

PART I
DUE FRIDAY, FEBRUARY 7 (3 P.M.)

☐ Candidate Eligibility Form
☐ Petition for Candidacy
☐ Media Release Form
☐ Campaign Material Guidelines
☐ Candidate Responsibility
☐ Campaign Finance Reimbursement Application (optional)

Scan and submit to:
Chad Rabago
Director of Elections
Student Government Association
sgaelections@chapman.edu

AND

Colleen Wood
Advisor
Student Government Association
cwood@chapman.edu

DOCUMENT MUST SCANNED AND SENT TO DIRECTOR OF ELECTIONS, SGA ADVISOR, AND SELF
CANDIDATE ELIGIBILITY FORM
Candidates must be full-time Chapman University undergraduate students. Please see additional requirements on the frequently asked questions page, the Election Code and Processes, Constitution and By-laws.

Name: _________________________________________ Student ID#: ____________________

Telephone: ______________________________ Class Standing: _________________________

Cumulative G.P.A. ____________ Candidacy Seeking (i.e. Freshman): ____________________

E-Mail Address: _____________________________________________

Total Units Currently Enrolled: _______ Total Units Complete: ________

By completing this form, I, ______________________, declare that I have diligently read and understood all information and regulations in this document and all documents pertaining to Elections. This includes the Election Code, Election Processes, Student Government Association Constitution, and this Candidate Packet. If I have questions or concerns about any of the rules or regulations, I realize it is my responsibility to contact the Director of Elections. If I am found by the Election Committee to have violated any regulations in the aforementioned documents, I realize and accept the risk that I may be disqualified at the discretion of the Elections Committee.

I, ______________________, agree to allow the Student Government Association advisor to confirm my academic standing. I understand that incorrect information given to the election committee will be considered an election code violation and may result in immediate ineligibility. Additionally, should my GPA fall below the requirements during my term, I will automatically lose my senate seat.

I, ______________________, agree to allow the Student Government Association advisor to review my conduct history with the university. I understand that any past incidents may preclude me from holding office and that I will have an opportunity to discuss my conduct history with a staff member from the Dean of Students office before a decision is made by the Dean of Students office. Additionally, I authorize the release of my academic and conduct status for the duration of my term in office, should I be found responsible for any conduct violations while in office, my eligibility may be revoked.

I, ____________________, hereby declare that I attend the Mandatory Information Session. If I cannot attend this meeting, I will contact the Director of Elections (sgaelections@chapman.edu) at least 1 hour prior to the meeting, and send a representative in my place.

I, ____________________, hereby declare that I support an election that is free of cheating and unfair campaigning. I will not partake in questionable campaigning and will consult the Director of Elections with any questions or concerns I have pertaining to elections.

Signature: _____________________________ Date: __________
# Petition for Candidacy

Students interested in running for an SGA position must acquire student signatures as dictated in the Election Code. The students who sign your form must be part of your constituency. These signatures must be turned in with Part 1 of the Election Packet.

I, ______________________, hereby petition for the office of SGA Senator for __________________________.  
(name) (Freshmen class, at-large, etc.)

We, the undersigned, as undergraduate students of Chapman University, do hereby support the above said candidate for the position of Senator and verify that I am a member of the said constituency.

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MEDIA RELEASE FORM

The following information must be e-mailed in a Word Document to sgaelections@chapman.edu and the Director of Public Relations, Ashley Kaplan, at sgapr@chapman.edu by February 7th at 3pm. Candidate information may be used on the SGA website, online voting ballot system (www.chapmanvotes.com), The Panther (student newspaper), voter pamphlets, posters, and other promotional material. The information may be subject to editing due to space/time limitations. If this information is not received on time, no information will be provided about the candidate. By submitting this information, you authorize the Director of Elections and the SGA Director of Public Relations to release your information, including your e-mail address to The Panther.

IMPORTANT: If you submit a candidate statement or biography with any mistakes (including spelling, grammar, etc.), the errors will be included in its entirety. If you submit any statements longer than the above requirements, the statement will be cut off after the last allowed word.

Please provide the following information:

- Name
- Class Standing (Freshman, Sophomore, Junior, Senior)
- Declared Major(s), Declared Minor(s)
- Photo (Headshot Format, attached as JPEG in e-mail)
- Position you are running for (Freshman Class, COPA, Dodge College, etc.)
- Candidate Statement (400 words max)
  In 400 words (or less), please describe why you are best candidate for the position you are applying for.
- Candidate Biography (300 words max)
  In 300 words (or less), please describe yourself. Include your accomplishments, hobbies, passions, or anything you would like the students to know about you.

______________________________  __________________________
Candidate Name                  Candidate Signature

______________________________  __________________________
Position Running For             Date

For Media questions or concerns, please contact:
Ashley Kaplan
Director of Public Relations
sgapr@chapman.edu
CAMPAIGN MATERIAL GUIDELINES

Students seeking an elected position within SGA must submit this form to the Director of Elections (sgaelections@chapman.edu) and SGA Advisor (cwood@chapman.edu) by 3 p.m. on February 7th. The following are specific guidelines to the General Campaign Policies stated in the SGA Election Code and Election Processes. Candidates are responsible for ALL POLICIES AND PROCEDURES LISTED IN THESE DOCUMENTS. The following is a selection of commonly asked questions (full text available at www.chapman.edu/sga).

Posters:
Posters cannot exceed a 36” x 36” size and can be hung according to University Posting Policy. All posters must the approval stamp from the dean of students office. Each senatorial candidate will be entitled to three (3) posters hung at one time. Individual pieces of print media cannot be combined together to create a larger message or poster. Paper and paints are available for candidate use in Argyros Forum 303. The paints must be checked out from the Student Affairs front desk. Posters made using these materials do not count toward funds spent on your campaign.

Internet:
Internet campaigning (including Facebook, Twitter, and other networking websites) may not begin until you the start of campaigning.

Flyers:
Flyers fall under the Handbill section of the Posting Policy and can only be distributed on the sidewalks between the Leatherby Libraries and Argyros Forum, and the sidewalks between the Leatherby Libraries and Beckman Hall. Do not pass out flyers in any dining location or within ten (10) feet of any voting station, campus computer, personal computer logged into the voting system, computer lab, or the library.

Violations of Chapman’s Posting and Publicity Policy will be treated as an Election Code violation and a potential violation of the Student Conduct Code.

All campaign materials may be used after Sunday, February 9 (9:00 P.M.) and must be removed by Thursday, February 20, 2014 (5:00 P.M.).

I, ___________________________, understand that my supporters are to abide by all policies set forth in the candidate packet and on this updated addendum. Any infraction committed by my supporters in my campaign will be a direct infraction upon my candidacy.

I hereby agree to the policies set forth in this candidate packet and the SGA election code and processes (full text available at www.chapman.edu/sga).

____________________________________
Signature                  Date

____________________________________
Name (Printed)
CANDIDATE RESPONSIBILITY

It is the responsibility of you, the candidate, to completely read and understand the Election Code, Election Processes, By-Laws, Constitution, and the content of this Candidate Packet in its entirety. If you have questions or concerns about any of the rules or regulations, it is your responsibility to contact the Director of Elections. **Do not assume that just because a candidate did something in that past that it is okay.** It is the Election Committee who interprets the Election Code. It is therefore in your best interest to rely only on information provided only by the Director of Elections.

I, ____________________, hereby declare that I attend the Mandatory Information Session. If I cannot attend this meeting, I will contact the Director of Elections (sgaelections@chapman.edu) at least 1 hour prior to the meeting, and send a representative in my place.

I, ____________________, hereby declare that I support an election that is free of cheating and unfair campaigning. I will not partake in questionable campaigning and will consult the Director of Elections with any questions or concerns I have pertaining to elections.

I, ____________________, understand that I am responsible for my own actions and the actions of those campaigning on my behalf. I further understand that I have read and understand all documents pertaining to Elections. This includes the Election Code, Election Processes, Student Government Association Constitution, and this Candidate Packet. All of these documents are available under the elections section of the SGA website, located at www.chapman.edu/SGA. If I am found by the Election Committee to have violated any regulations in the aforementioned documents, I realize and accept the risk that I may be disqualified at the discretion of the Elections Committee.

____________________________________ _________
Signature                  Date

____________________________________
Name (Printed)
Candidates are eligible to have their total campaign costs reimbursed by the Student Government Association, no matter the results of the election. In order to qualify for reimbursement, candidates must complete this application and submit it with Part I of this packet by Friday, February 7, 2014 (3 p.m.).

All applications will be reviewed and decided on by the Election Committee following the submission of part II of this election packet.

1. Please explain why receiving part of your campaign finance cost reimbursed will benefit you as a student at Chapman University. Please use the space below or a separate sheet of paper. (400 words max)
Candidate Name: ________________________________
Position Running For: ________________________________

PART II
DUE WEDNESDAY, FEBRUARY 19 (5 P.M.)

Campaign Expenses and Donation (C.E.D.) Report (with receipts)

Scan and submit to:
Chad Rabago
Director of Elections
Student Government Association
sgaelections@chapman.edu

AND

Colleen Wood
Advisor
Student Government Association
cwood@chapman.edu

DOCUMENT MUST SCANNED AND SENT TO DIRECTOR OF ELECTIONS, SGA ADVISOR, AND SELF
### Campaign Donations and Expenses Report

As stated in Election Code and Processes, candidates running for Senate are allowed to spend fifty U.S. dollars ($50) for all campaign materials. Please note that failure to submit the C.E.D. report in its entirety (with all receipts) by February 19, 2014 (5:00 P.M.) will lead to immediate disqualification. The candidate must submit the report even if money is not involved in the campaign. Donations and their value must also be included in this report. **You MUST submit this signed report EVEN if you do not spend any money on your campaign.**

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**PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY**

TOTAL: ____________

(not to exceed $50 for Senate candidates or $100 for Executive Council candidates)

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This document must be signed and turned in by the deadline even if you did not spend any money on your campaign. Failure to submit this signed form, even if the amount totals $0 will void your candidate packet and will result in immediate disqualification.