



## 2024 Student Government Association Election Handbook



**Prospective Student Government Presidents, Vice Presidents,  
Treasurer, Associate Justice, and Senators**

### **Letter from the Elections Committee**

We're excited to announce this Election Handbook as you are concerned about taking on a greater role within CMU's Student Government Association while making your individual mark



on Central's campus. This packet will be your guide as you embark on this exciting journey. Therefore, you must read it thoroughly and be sure to understand every rule and regulation the Elections Committee has put in place to ensure fairness throughout this process. If you come across any confusion or misunderstanding regarding this packet or any of the rules, please contact the Elections Committee. Rules and guidelines, and this packet's structure, vary greatly from previous years. Even if you have been through this process before, I highly recommend that you take your time reading this packet thoroughly. All candidates must submit their completed Engage Central form to the Elections Committee by the filing deadline, found on the official schedule in the latter part of the packet. **Dates/rule changes are up to the discretion of the Elections Committee.**

Running for President, Vice-President, Treasurer, Associate Justice, or Senator is an important step to becoming a campus leader. When you step into the role of campus leader there are a plethora of doors that open for you. You gain the opportunity of working with some of the professionals on campus to better yourself, the organization, and the campus. As a campus leader, other individuals look to you for guidance, leadership, and support. You are a role model to these individuals, and you must make sure that what you're doing to change the climate of the university also helps improve the overall quality of life for others on campus.

If you desire to be President or Vice-President, then you have stepped into the ultimate leadership position on campus. In these roles you are responsible for SGA as an organization. Everyone looks to you for guidance and support. You will work with campus offices and other professionals to see what we can do as an organization to better the campus. As Treasurer you oversee SGA's finances, and you will work with the President and Vice-President closely to make sure that SGA has the funds available to make a difference on campus. You are also in charge of stipends for each of the Cabinet members. As Associate Justice, you will step into the third branch of government with four other justices. You will be in charge of giving the executive and legislature branches advice and provide rulings based on the Constitution and Bylaws.

If President, Vice-President, Treasurer, or Associate Justice really isn't your speed and you want to start off smaller, then maybe being a Senator is right for you! As a Senator, you are the voice of your college. So, if your major is Health Administration, your college would be the College of Medicine. Therefore, you would work to be an advocate for that college to seek solutions to issues or imbalances students see within that department.

Our responsibility as an Elections Committee is to ensure the fairness of this election, so if you have any remaining questions about the process of this election or any of the rules, please do not hesitate to contact the Elections Committee Chair at [petti1mc@cmich.edu](mailto:petti1mc@cmich.edu). We have no doubt in our mind that you will enjoy the road of campaigning, as it will be both fun and exciting! Good luck to all!



Sincerely,  
**Mackenzie Pettit**  
**Director of Operations, Spring 2024**  
**Student Government Association**

## **Election Schedule of Important and Deadlines**

### **Monday, February 12, 2024: Elections Announced**

- o Time: 7pm
- o Location: UC 3<sup>rd</sup> Floor Auditorium, SGA General Board
- o Details: Specifics of the Elections Process will be introduced by members of the Elections Committee and any questions will be addressed at this time as well

### **Monday, February 19, 2024: Election Handbook and Intent of Candidacy Form released**

- o Time: 8am
- o Location: Available via Engage Central
- o Details: The Election Packets and Candidacy Intent Form will be available on engage and further questions can be directed to the Elections Committee via email.

### **Friday, February 23, 2024: Intent of Candidacy Form Due**

- o Time: 5pm
- o Location: Engage Central

### **Monday, February 26, 2024: Collection of Signatures Begin**

- o Time: 8am
- o Location: Engage Central

### **Friday, March 1, 2024: Signature Form Closes**

- o Time: 5pm
- o Location: Engage Central
- o Engage signature form will close at this time
- o Details: Candidates who wish to partake in the 2022 General Elections **MUST** have **ALL** materials submitted to the Elections Committee through Engage Central by 5pm. **NO EXCEPTIONS**

## **SPRING BREAK**

### **Monday, March 4, 2024: Candidacy Approval Notification**

- o Time: 5 PM



o Details: Candidates will be notified of their acceptance by email by 5pm on this date. Those who are not accepted will be notified with an explanation. Decisions made on this matter are **FINAL!**

### **Monday, March 11 - Wednesday, March 13, 2024: Elections Orientation**

o Time: TBD

o Location: Student Government Association Office or Webex

o Details: Candidates will meet with the Elections Committee to check in and have any questions they may have answered

### **Monday, March 18, 2024: Campaigning Period Begins**

o Time: 8am

o Details: Following approval and orientation, candidates can start campaigning on this day at 8 am. This allows for adequate time to order campaign materials over spring break. Any sort of campaigning before 8am on March 18<sup>th</sup> will result in a strike.

### **Monday, March 18, 2024: Meet the Candidate Night**

o Time: 7pm

o Location: UC 3<sup>rd</sup> Floor Auditorium; SGA General Board

o Details: A small press event to meet the executive board candidates and get to know them and their platforms hosted by SGA. Each ticket will receive half an hour to speak and answer questions. The order will be alphabetical by president's last name. ***This is not a debate, tickets who choose to use this time as such will be asked to leave the event.***

### **Wednesday, March 20, 2024: Executive Board Debate**

o Time: 7pm

o Location: TBD

o Details: Candidates will debate predetermined topics given to them 24 hours before event

### **Friday, March 22: Media Request**

- Headshots (Ticket and Individual)
- Written and Video Platform Statements
  - 100 word limited
  - 1 minute video

Time: 5p.m. - email to SAI@cmich.edu

### **Friday, March 29, 2024: Campaign Finance Deadline**

o Time: 5pm

o Location: Student Government Association Office

o Details: Candidates must submit their Campaign Finance Report either drop off to SGA office or email receipts and forms to the Elections Committee.

**Monday, April 1- Friday, April 5: Campus Wide Voting**

- o Location: Engage Central
- o Details: Student will cast their votes through Engage Central. The form closes at 5pm on April 5, 2024.

**Friday, April 5, 2024, Election Results: (in-person event, call each person elected, send emails)**

- o Time: 6:00 P.M. or when results are verified
- o Details: Candidates will be notified via email and phone call of the Election Results and results will be posted on the SGA social media accounts.

**Monday, April 22, 2024: Inaugural Reception**

- o Time: 7pm
- o Location: Health Professions Auditorium, SGA General Board
- o Details: A reception will be held to inaugurate the new administration and celebrate SGA's successes for the year.

**Tuesday, April 15-April 26, 2024: Executive Board Transition Period**

- o Current president, vice president and treasurer will work with successors to prepare them for transition.

**2024 Elections Committee:**

Elections Committee Chair – Mackenzie Pettit

SGA Advisor – Jen Nottingham

Elections Committee Members – Cecelia Florine, Andrew Lobsinger, and Maci Main

## Campaign Rules and Regulations

**Section I: Eligibility**

- All executive board candidates must be students currently enrolled at Central Michigan University and will be enrolled at Central Michigan University the following year and senatorial candidates will be enrolled at Central Michigan University the following semester; All candidates must not have academic or disciplinary probation.
- Candidates must be enrolled for no less than 6 undergraduate credit hours or 3 graduate credit hours.
- Candidates may run for ONLY ONE of the following positions: Senator, Judicial Branch, Student Body Treasurer, Student Body Vice President, or Student Body President at a time.



- D. Candidates for President and Vice President will run for office as a single ticket and may not run independently.
- E. The GPA and conduct requirements will be verified by the Executive Office Specialist in the Office of Student Activities and Involvement. Requirements are as follows for each individual running:
  - a. Senator: Cumulative 2.0 GPA
  - b. Associate Justice: 2.5 GPA
  - c. Student Body Treasurer: Cumulative 2.5 GPA
  - d. Presidential Ticket: Cumulative 2.7 GPA

A student with no established GPA will be exempt from GPA requirements. The GPA requirements must be sustained throughout the term of service for the individual.

### **Section II: Candidates**

- A. Everyone who wants to run for office prior to the candidate filing deadline will be considered a candidate. After the filing deadline, only those who complete the following and are approved will be considered a candidate.
- B. Number of positions available
  - a. President- 1 position
  - b. Vice President- 1 position
  - c. Treasurer- 1 position
  - d. Associate Justice- 5 positions
  - e. Senators- 18-27 positions
- C. Required parts of the Candidate Eligibility Handbook have been submitted to and verified by the Elections Committee Chair and the Elections Committee. A verification email will be sent to the candidates by the Elections Committee. A completed handbook includes the required student signatures and the ballot petition form provided within on Engage Central. The signature requirements for each position are as follows:
  - a. Senator: 50 signatures
  - b. Associate Justice: 100 signatures
  - c. Student Body Treasurer: 100 signatures
  - d. Presidential Ticket: 200 signatures
- D. Signees must be current CMU registered students using a CMU Global ID to log into their personal Engage Central page.
- E. Candidates and their volunteers may share ballot petition link on campus, so long as it follows university health guidelines and does not interfere with academic and professional processes on campus. If the Elections Committee is notified of any discrepancies by any of the candidates or their staff/volunteers, action will be taken at the discretion of the Elections Committee and Elections Committee Chair.
- F. Violations of the candidate ballot petitioning processes will result in the invalidation of signatures.
- G. Academic Record, Disciplinary Record, and GPA have been verified and approved by the Executive Office Specialist in the Office of Student Activities and Involvement.



- H. The Elections Committee will only be notified of approval or disapproval and will not receive specific information about the candidate's personal information.
- I. The candidate in question will be notified of the approval of their candidacy by email by no later than the Friday following the filing deadline.
- J. The Elections Committee will extend the filing deadline if no candidates file by the enumerated date.

### Section III: Campaign Rules

- A. Candidates may operate within the means outlined in the Central Michigan University Advocacy Policy.
- B. Under this policy a candidate is considered a political candidate and has all the rights associated with such.  
[https://www.cmich.edu/docs/default-source/student-affairs-division/student-affairs/policy/advocacy-policy/f1c8a215-1b97-4713-ab8b-05424b18075e.pdf?sfvrsn=61c8543a\\_3](https://www.cmich.edu/docs/default-source/student-affairs-division/student-affairs/policy/advocacy-policy/f1c8a215-1b97-4713-ab8b-05424b18075e.pdf?sfvrsn=61c8543a_3)
- C. Candidates may collect and spend campaign funds.
- D. Funds received and spent must be clearly documented in the Campaign Finance report found in the Candidate Eligibility Packet.
- E. Candidates may distribute printed materials. All printed materials must be first sent to the Elections Committee Chair for review and approval by the Elections Committee. The distribution of these materials must comply with the guidelines in the CMU Advocacy Policy. Printed materials may not be placed in Residence Halls unless authorized by the Office of Residence Life.
- F. Candidates may use social media, email, and other platforms to campaign.
- G. Any social media page directed toward a specific candidate must denote the following:  
**"This candidate is not endorsed by Central Michigan University."**
- H. Any email endorsing or recommending a specific candidate must denote the following:  
**"This message is not endorsed by Central Michigan University."**
- I. Failure to comply will result in the Elections Committee reviewing your status as a candidate.
- K. Candidates may collect endorsements from individual students and Registered Student Organizations.
- L. Candidates may only campaign in locations as permitted by the CMU Advocacy Policy and must request proper authorization to campaign in such locations. Ascertain whether you will need permission to campaign in a location before doing so.
- M. Candidates may **NOT** utilize the Student Government Association and its resources to further their campaigning
- N. Campaigning may **NOT** take place during SGA meetings and must not disturb the everyday processes of SGA.
- O. Space requests for campaigning are not the responsibility of SGA. Any candidate that puts in a space request through SGA will not receive one.



- P. Candidates may only campaign within the residence halls after having received permission from the Office of Residence Life. This can be done by filling out the Application for Permit for Solicitation, Sales, and Fund Raising in CMU Residence Halls.
- Q. Candidates and their staff/volunteers **MAY NOT** utilize the name of the University, the abbreviated name, the seal, identified University buildings, or signs in any printed or published materials.

#### **Section IV: General Election Schedule Bylaws**

- A. The Elections Committee, under their discretion, will utilize the following outline to establish their election timeline in a sensible and consistent fashion.
- B. Candidate Packets and information pertaining to the General Election shall be distributed by the Elections Committee to General Board at the Student Government Association meeting. Inquiries may be addressed at this time.
- C. Group Orientations shall be scheduled between official candidates and the Elections Committee to ensure the success of all parties, if needed.
- D. Presidential/Vice Presidential debate(s) are to be scheduled at least one week (7 days) after the candidacy filing deadline. Candidates will be given a sample of potential topics for the debate at least one day (24 hours) in advance to prepare.
- E. The Campaign Finance deadline will be the Friday before voting at 5pm. All reports of incoming funds and expenditures must be reported at this time.
- F. Voting will be held for one work week (5 days) starting on the first day in the month of April at 8 A.M. and concluding on April 5<sup>th</sup> at 5 P.M.
- G. Winners will be officially announced immediately following the conclusion of the election. The Elections Committee may host an election night party or other celebration so that all candidates may receive the results as they are finalized.
- H. If any of these dates conflict with the University calendar, they may be adjusted by the Elections Committee.

*\*In case of a school closing or meeting cancellation, all candidates will be notified of any changes to the official schedule by the Elections Committee.*

#### **Section V: Elections Committee Protocol**

##### **A. Purpose**

The Elections Committee shall operate all external, campus wide SGA elections. The committee will determine rules and guidelines by which candidates will run, implement an election plan of action to facilitate voting in a fair and secure way, and enforce all guidelines on which they have decided.

##### **B. Committee**

The Elections Committee Chair resides under the Office of Students Activities and Involvement.

##### **C. Members of the Elections Committee are to be appointed by the Elections**

Committee Chair and must sign the Elections Committee Protocol Agreement.



- D. The Elections Committee is to have no less than 4 members, and no more than 10 members.
- E. Committee Members must abide by the clauses below:
- Impartiality and Election Abstention
  - By accepting a position on the Elections Committee, members have given up the right to run for an elected office in the Spring 2024 General Election.
  - Members of the Elections Committee have given up the right to endorse any candidate in the Spring 2024 General Election and will not be able to assist any candidate in their endeavors.
  - CMU Policies and SGA Constitution
- F. The Elections Committee is committed to following all governing documents of SGA as well as Central Michigan University's policies and guidelines. The Elections Committee Chair is responsible for learning and understanding these guidelines and distributing that information to the Elections Committee, as well as ensuring their compliance.
- G. Public Relations
- a. All media outlets, administration, and candidate inquiries regarding the election are to be addressed by the Elections Committee to ensure consistency and reliability. Election-related inquiries are to be directed toward the Elections Committee Chair.
- H. Confidentiality
- a. Personal information disclosed with the Elections Committee regarding candidacy requirements (addresses, phone numbers, etc.) will be kept confidential by the Elections Committee.
- I. Reporting
- a. The Elections Committee will give detailed reports regarding the status of the election to the SGA House of Representatives and Senate as needed, starting on the date given on the following page. Reports are to be prepared by the Elections Committee.
- J. Committee Voting Processes
- a. The Elections Committee shall vote on any issue in question in order to come to an agreement.
  - b. The Elections Committee Chair of the Elections Committee shall conduct all votes.
  - c. Every member of the elections committee will receive one vote, including the Elections Committee Chair.
    - i. The Elections Committee Chair will consider a majority vote (over 50%) binding in a "yes or no" situation. ~~[OBJ]~~
    - ii. In the case of several options surfacing in order to resolve an issue, the Elections Committee Chair will take the two most popular options and conduct another vote, until a majority is found.
- K. Enforcement



The Elections Committee will interpret and enforce all election procedures and rules.

- a. All actions taken contrary to the guidelines supported in this packet will be observed by the Elections Committee Chair and the Elections Committee; the consequences will be adjusted based on the action's extremity.
- b. The decisions made by these parties in conjunction will be held without appeal; all decisions made by the Elections Committee are final.

#### **Section VI: Election Review and Certification**

- A. The Elections Committee Chair and Elections Committee will oversee all functions of the election and will enforce all the enumerations thereby stated above.
- B. The Elections Committee Chair and Elections Committee shall interpret the regulations and protocol of this document as they see fit. Failure to comply with the rules and regulations set by the Elections Committee may result in the disqualification of your candidacy.
- C. The decisions of the Elections Committee Chair and the Elections Committee are static and final.
- D. The Elections Committee will review all elections process and documents and issue a letter of certification at the completion of the election.

#### **Section VII: Campaign Finance Regulation**

- A. A candidate/ticket may not exceed the following expenditures in this election cycle\*:
  - a. Senatorial Candidates: \$50
  - b. Associate Justice: \$100
  - c. Treasurer Candidates: \$100
  - d. President/VP Candidates: \$250

\*These values include personal funds and contributions.
- B. Candidates/tickets can receive internal contributions from current students and Registered Student Organizations are limited to \$50 per donation. This is in addition to the limits set above.
- C. Candidates/tickets **may not** accept contributions from external individuals, organizations, or corporations.
- D. Candidates/tickets must fill out their **Campaign Finance Reports** and return them to the Elections Committee by the Friday before voting week at 5pm.
- E. I. Candidates may not keep campaign contributions for personal use if they are not utilized in the campaigning process.
- F. All remaining campaign contributions must be documented in the campaign finance report and donated to a non-profit organization.
- G. These funds will not be reimbursed by the Student Government Association

#### **Section VII: Compensation**



- A. The President and Vice President may receive tuition scholarship. Please be aware that this scholarship does not stack with certain scholarships. If your scholarships for the academic year of your term equate beyond the cost of attendance, you will not receive compensation.
- B. Treasurer will be compensated by a stipend from the SGA budget.

### **Section IIX: SGA Code of Conduct**

- A. All candidates must refrain from slander against or towards other executive candidates as per the Code of Conduct of the CMU Student Government Association, including videos, social media, and campaign materials. The Elections Committee will take the Code of Conduct very seriously.
- B. If found in violation of the Code of Conduct, the candidate will be subject to the discretion of the Elections Committee. Candidates may be subject to withdraw from SGA 2024 Elections immediately.
- C. Other violations found, independent of the Code of Conduct, by a candidate are subject to an investigation by the Elections Committee. Depending on the consensus of the Committee, the candidate may receive a strike due to this violation.
- D. A candidate can receive a maximum of two strikes for violations considered to be simple infractions by the Elections Committee.

So, you've read through the packet and you're thinking to yourself "Hmmm, I think I can do this!" and you are ready for the journey, then you will need to fill out the **Candidacy Intent Form (link below)**. This form, when turned in, lets me and the Elections Committee know that you are serious about running and are ready for the trials and tribulations that come along with running for your desired position.

<https://cmich.campuslabs.com/engage/submitter/form/start/625972>