

ELECTIONS PACKET

Spring 2014

Dear Prospective Candidates,

Congratulations on deciding to run for office! Student Senate is a key component of the college’s policy-making process. We contribute to key conversations about changes to the college, advocate on behalf of student interests, facilitate student initiatives, and address student concerns and suggestions. If we can’t help, we leverage our strong relationships with College administrators, staff, and faculty to forward student questions, concerns, and ideas to the individuals empowered by the College to act.

As a representative, you will participate in debates on college issues and provide input on college policy at all levels. You will work with students from all areas of campus and be able to hone your leadership skills. Serving as a senator or class officer is an opportunity to give back to your peers and the college and engage your community and your peers. The only limit on what you do in Student Senate and for Dickinson is your own engagement, passion, and commitment. As a member of Student Senate, you have the opportunity to improve the lives and experiences of Dickinsonians for generations to come.

This packet includes information about all of the offices that are up for election this fall, the forms that you need to fill out to get on the ballot, procedures for campaigning, and a timeline of the elections process.

Good luck! Feel free to reach out to members of the Senate for suggestions, advice, and ideas about your campaigns. Please contact the Student Senate (senate@dickinson.edu) if you have any questions.

Sincerely,

Will Nelligan ’14, President

Nick Bailey ’16, Vice President for Operations & Engagement

**Positions Open in Fall 2014**

**Class of 2015, 2016, and 2017:**

* Senate President
* Senate Vice President for Student Life
* Senate Vice President for Finance
* Senate Vice President for Academics
* Senate Vice President for Club Affairs
* Senate Vice President for Operations and Engagement
* Academic Programming and Standards Committee Senators (2)
* Planning & Budget Committee Senator (1)
* Information Technology & Services Committee Senators (3)

**Class of 2017 Only:**

* Class Senators (8)
* Enrollment and Student Life Committee Senator (1)
* Class President
* Class Vice President for Our Dickinson
* Class Vice President for Finance
* Class Vice President for Class Events

**Class of 2016 Only:**

* Class Senators (8)
* Enrollment and Student Life Committee Senator (1)
* Class President
* Class Vice President for Our Dickinson
* Class Vice President for Finance
* Class Vice President for Class Events

**Class of 2015 Only:**

* Class Senators (8)
* Enrollment and Student Life Committee Senator (1)
* Class President

**POSITION DESCRIPTIONS**

**All-College Committee Senators**

All-College Committees, which are composed of elected student and faculty representatives as well as staff, are the center of Dickinson’s governance process. These committees oversee every aspect of the College’s operations, ranging from the institutional budgeting process and Greek life to the curriculum and the role of technology in the class. All-College Committee Senators are the sole student representatives on these various committees, and they thus hold of the most important role in student government. All-College Committee Senators must attend their weekly committee meetings and the Student Senate meetings (every Tuesday evening from 6:30-8:00pm).

*Candidacy requires 75 student signatures from any class year*

**Academic Programming and Standards Committee (APSC)**

This Committee studies and evaluates all matters associated with the academic programming of the college. Sitting with the Provost of the College, fellow students, and faculty, APSC representatives will discuss issues ranging from the curriculum and general education requirements to academic standards and departmental evaluations. **Meeting time likely Mondays from 2:30-4.**

**Enrollment and Student Life Committee (ESLC)**

This committee oversees the admissions and student life dimensions of the Dickinson community, whether that’s the housing process, international admissions standards, the first-year experience, or the moratorium on Greek life. Four students (one senior, one junior, one sophomore, and one first-year) will serve as voting members of this committee. **ESLC meets Tuesdays from 3-4:30.**

**Information Technology and Services Committee (ITS)**

This committee reviews all aspects of the College’s information technology infrastructure, whether related to the new Dickinson website, Moodle, the digital humanities, digital literacy requirements, the Media Center, or the library. **Meeting time likely Tuesdays from 3:15-4:30PM**.

**Planning and Budget Committee (P & B)**

This Committee is responsible for discussing major issues of institutional planning and sets the budget of the College for the next academic year. This Committee is comprised of five faculty members, one student representative plus the Student Senate President and the Student Senate Treasurer, the Vice Presidents of all college divisions, and staff from the Office of Financial Operations. **P&B meets Thursdays from 4:00-5:15.**

**Class Senators**

*Candidacy requires 50 student signatures from your respective class.*

All Senators are required to attend weekly Student Senate meetings (every **Tuesday evening from 6:30-8:00pm**) and serve on at least one Senate Standing Committee. There are eight (8) Senators per class.

**Class Officers**

*Candidacy requires 75 student signatures from your respective class*

Class Officers are a group of students that plan extracurricular events for their class during the academic year. Except for the Class President, class officers DO NOT serve on the Student Senate, though all class officers have full speaking privileges at all Senate meetings, should they choose to attend. Other Class Officers may also run for Class Senator.

**Class President**

The Class President presides over weekly meetings, prepares agenda items, and delegates tasks as necessary. The The Class President shall strive to develop good organizational and communicational skills and display leadership qualities in representing his/her class, as well as acting as a liaison to the campus community. The Class President must attend every Senate meeting (every Tuesday evening, 6:30-8:00pm) as well as the Student Senate Retreat in September.

**Class Vice President for Finance**

The Class Vice President for Finance is responsible for all financial transactions of the class. The Class Vice President for Finance shall correspond regularly with the Senate Vice President for Finance and the Senate Bookkeeper to manage the finances of the class. The Class Vice President for Finance is critical to planning the class budget for events. The Class Vice President for Finance shall report on the class’ finances to the other class officers.

**Class Vice President for Our Dickinson**

The Class Vice President for Our Dickinson will work closely with the Office of Alumni & Parent Engagement to plan class Our Dickinson events. The Class Vice President for Our Dickinson will attend Our Dickinson planning meetings and coordinate with the other class year Vice Presidents for Our Dickinson to plan events that engage the entire Dickinson Community.

**Class Vice President for Events**

The Class Vice President for Events is responsible for planning class events. The Class Vice President for Events shall work closely with the Class President to coordinate events that engage their entire class. The Class Vice President for Events will also work closely with the Class Vice President for Finance in developing a budget for events.

**Check List and Timeline**

* Wednesday, April 9: VP for O&E Office Hours to answer elections related Questions, 8-9pm in the Senate Office
* Sunday, April 13: Mandatory Election Information Session, 8pm in the Senate Office
* Wednesday, April 16: Petitions Due in the Senate Office and Letters of Intent emailed to VP for Operations by 10pm
* Thursday, April 17: Campaigning may begin at Midnight
* Tuesday, April 22: Public Affairs Committee Student Life Debate, 8pm Social Hall (Tentative)
* Wednesday, April 23: Voting Opens on Gateway, 8am
* Thursday, April 24: Voting Closes on Gateway and Results Posted, 5pm

**Letter of Intent**

The letter of intent is the only part of the candidate process that allows you to make an official statement about your candidacy. After CAEC collects all letters of intent, they will be posted on the Student Senate website and a link to the website will be sent in an all-College email.

The letter of intent is a message addressed to the voters that declares your candidacy. Its content is entirely up to you. Who you are, what your qualifications are, your specific positions and plans you have are all fair game for the letter. The letter is a major opportunity to get your message out to the voters. It can be any length desired, but usually it’s no more than a page.

Remember that your letter will be listed next to the letters of your opponents, and many students will directly compare them. Please double-check grammar, formatting, and spelling. Read it to a friend or send it to the Writing Center. This is the very first shot in your campaign, so make it count! When the letter is complete, email it to Nick Bailey ’16, VP for Operations & Engagement (baileyg@dickinson.edu).

**Candidate Agreement Form**

SECTION 1: FOR ALL CANDIDATES AND THEIR PROXIES

I have read the Student Election Campaign Guidelines and the attached Online Campaigning Policy and agree to adhere to the rules contained therein.

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*Signature of Candidate or Proxy Date Cell Phone #*

SECTION 2: FOR CANDIDATES FOR CLASS PRESIDENT, CLASS SENATOR, ALL-COLLEGE COMMITTEE SENATOR, AND STUDENT SENATE OFFICER

I have read the qualifications and responsibilities of my desired office, and if elected, I agree to uphold them to the best of my ability. In addition, I understand that my attendance is required at every Senate meeting (6:30-8:00pm on Tuesday evenings) and assigned committee meetings.

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*Signature of Candidate Date*

This form must be submitted to the Student Senate Office along with your completed petition and a digital copy of your letter no later than 10 p.m. on Wednesday, April 16th.

**Dickinson College Student Election Campaign Guidelines**

All campaigning shall be in accordance with the policies and the educational philosophy of Dickinson College as laid out in the Student Handbook. In addition, all candidates are strongly encouraged to run active and engaged campaigns and to reach out to voters and explain their positions and ideas. The intent of these rules is not to restrict interesting and informative elections, but rather to ensure that the campaign process is equitable and that no candidate gains an unfair advantage.

 I. Upon signing the Candidate Agreement form, all candidates for student office at Dickinson College agree to adhere to the Election Campaign Guidelines described in this document. In addition, candidates understand that it is their duty to inform any other student working on their campaign of these rules and any violation of the rules by anyone representing the candidate in any capacity may result in sanctions for the candidate.

 II. Communication by candidates with students is governed by the following rules:

 a. Candidates may send campaign mailings through HUB boxes or via e-mail only to
students who have signed the candidate’s petition or who have a personal or professional
relationship with the candidate.

 b. A person (other than the candidate themselves) with access to a club or organization’s
mailing list may send out an email to that group endorsing and supporting a particular candidate, but the email must be written by that person and not by the candidate in question.

 c. Candidates may create events, pages, or groups on Facebook or other social networking services for their campaign and may freely invite all Dickinson College students. Any emails that may be received by students from Facebook or other social networking services as a result of any such invitation are not considered to violate these rules.

 d. All types of paid advertising are prohibited as is campaigning via the Dickinson College TV Channel.

 III. Intimidation of voters, defined as any situation in which a student feels pressured by a candidate to vote in a particular way, is strictly prohibited. During the election period, candidates are not permitted to approach students and offer any personal electronic devices (computers, tablets, smartphones, etc.) to request that they vote. In addition, candidates may not request that a student vote immediately in the presence of the candidate or engage in any similar behavior. Candidates may encourage students to vote and may otherwise campaign freely during the election period.

 IV. False or negative campaigning will not be tolerated.

 V. The use of campaign materials is governed by the following rules:

 a. Campaign materials may be posted in any public or general use bulletin boards in
accordance with the HUB Publicity Policy found in the Student Handbook.

 b. No materials may be posted on boards specifically reserved by or assigned to an office or
campus group, nor may they be posted on the glass or wood in the spiral staircase or on
the entrance doors to the HUB.

 c. No campaign materials may be placed in the Waidner-Spahr Library or Old West.

 d. The use of chalk on building exteriors is strictly prohibited. Chalk may only be used on
sidewalks, outdoor walkways, or on Britton Plaza.

 e. All Candidates have equal access to Senate-owned supplies for their campaign. The Elections Chair sets specific rules governing the use of these supplies for each election and is responsible for enforcing them.

 f. All campaign material must be removed immediately following elections.

 g. Campaign materials may not be placed in classrooms or in any room dedicated to
computer use.

 h. The total cost of an individual campaign may not exceed $250, including all materials
and any other expenses incurred. Receipts for all purchases must be handed in to the Elections Chair by no later than 8pm on the day following the election. If a candidate spends over $250, fails to account for all spending in their receipts, or submits falsified receipts, the Elections Chair will call a hearing before CAEC for the candidate.

 VI. Students who are abroad may run for any position and must follow all campaign guidelines. Candidates campaigning from abroad must designate an on-campus proxy who must sign the Candidate Agreement Form on behalf of the candidate and comply with these guidelines.

 VII. Candidates may campaign on “tickets.” That is, any group of candidate may choose to campaign as a team and encourage voters to support all the candidates in the group. If a group of candidates decides to run together, they may spend up to the sum of their individual $250 allotments for materials and other elections expenses. However, this practice is not required and voters are always free to vote only for select members of the ticket.

Any student who believes a candidate or someone assisting a candidate in their campaign has violated these rules should report the violation to the Student Senate Elections Chair. The Elections Chair will determine whether the infraction merits a warning or a Campaign Violation Hearing before CAEC. The hearing is an opportunity for the candidate to present reasonable testimony and evidence in their defense to the charges brought against them. It is then at the discretion of CAEC to decide on the validity of the alleged violation and any sanctions to be levied on the candidate. Penalties for infractions to these guidelines may range from removal of campaign material to a maximum penalty of full dismissal from election or office.

Thank you for your cooperation. Please let me know if you have any questions,

Nick Bailey ’16

Vice President for Operations & Engagement

Student Senate

baileyg@dickinson.edu

Election Nomination Form

By affixing my signature below, I hereby nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name HUB

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