



Dickinson

Election Packet

Fall 2016

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 important conversations about changes to the College, advocate on behalf of student interests, and facilitate student initiatives.

As a representative, you will participate in debates on campus issues and provide input on policy at all levels. You will work with students, faculty and administrators 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 our Dickinson community.

This packet includes information about all of the offices that are up for election this Fall, ballot petition forms, procedures for campaigning, and a timeline of the election process.

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

Sincerely,

Your Student Senate

Position Descriptions & Eligibility

Currently Vacant Positions

First Year Positions

- First Year ESLC Senator
- (8) First Year Class Senator
- First Year Class President

Sophomore Positions

- Sophomore ESLC Senator
- (1) Sophomore Class Senator

Junior Positions

- Junior ESLC Senator
- (4) Junior Class Senator
- Junior Class President

Senior Class Positions

- (4) Senior Class Senators

All-College Committee Senators

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 Greek Life. Four students (one senior, one junior, one sophomore, and one first-year) will serve as voting members of this committee. **Meetings are Tuesdays from 3:30-5:00pm.**

Eligibility:

Must be a member of the class they represent (one ESLC Senator per class year), can serve for the entire academic year, and collect 200 signatures from their class year.

Class Councils

Class Councils are composed of Class Senators, the ESLC Senator, and the President of the class. A Class Council will meet regularly throughout the year to plan events, and work on projects which specifically impact their class year. Class events are aimed to bring the class together and engage the entire year in conversation and common experiences.

Class Senators

Class Senators represent the majority of the Student Senate membership. Each Senator holds a voting seat on the Student Senate, and serves on one of the Senate standing committees. Senators play an important role in representing the student perspective, and ensure that Senate is acting on policy pertinent to the student experience. There are eight (8) senators who represent the First Year class, and six (6) Senators per class for sophomores, juniors, and seniors. They must attend all class council meetings.

Eligibility:

The candidate must be a member of the class they are seeking to represent. First Year students must collect 75 signatures from members of their class, and upperclassmen students must collect 100 signatures from members of their respective class. All Senators are required to attend weekly Student Senate meetings (every **Tuesday evening from 6:30-8:30pm**) and serve on at least one Senate Standing Committee.

Class President

The Class President holds a vote on the Student Senate, presides over class council meetings, prepares agenda items, and delegates tasks as necessary. The Class President shall strive to develop good organizational and communication skills and display leadership qualities in representing his/her class, as well as acting as a liaison to the campus community.

Eligibility:

The Class President must collect 150 signatures from members of their class, and is responsible for attending every Senate meeting (every **Tuesday evening, 6:30-8:30pm**) as well as the Student Senate Retreat in September, and regularly scheduled Class Council meetings.

Timeline

Wednesday, August 24th:

- First Year candidates may begin collecting signatures at **8am**.

Saturday, August 27th:

- Upperclassmen candidates may begin collecting signatures at **8am**.

Monday, September 5th:

- Signed petitions and the signed candidate agreement form are due at the **mandatory meeting for all candidates** in Althouse 106 at **7pm**.
- Letters of Intent should be emailed to senate@dickinson.edu by the beginning of the meeting at **7pm**.
- During the meeting, the rules for campaigning will be explained and any questions about elections will be answered.
- Campaigning may start after the mandatory meeting, and will run until the close of voting.

Monday, September 12th:

- Voting occurs through the online OrgSync application from **12:01am** to **11:59pm**.
- All campaigning will end at **11:59pm**.

Tuesday, September 13th:

- All elected candidates attend the first general Senate meeting at **6:30pm** in the Social Hall.

Saturday, September 17th:

- All elected Senators attend the All Senate Retreat from **9:30am-3pm**.

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 the Operations Committee 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 is a major opportunity to get your message out to the voters. In this letter you can explain who you are, what your qualifications are, your specific positions and ideas you have for Senate. It can be any length desired, but usually it is 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. When the letter is complete, email it to senate@dickinson.edu with the phrase “Letter of Intent” in the title of the email. The letter is due by 7pm on September 5th.



Dickinson

Dickinson College Student Senate Election Campaign Guidelines

All campaigning shall be in accordance with the policies and the educational philosophy of Dickinson College. 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 social networking services for their campaign and may freely invite all Dickinson College students. Any emails that may be received by students from these social networking services as a result of any such invitation are not considered to violate these rules.
- 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.
 - b. Each Candidate may spend up to \$250 on campaign related materials. Student Senate **WILL NOT** provide funding for campaign expenditures. All candidates are expected to save receipts related to campaign expenditures.
 - c. No materials may be posted on boards specifically 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.
 - d. No campaign materials may be placed in the Waidner-Spahr Library or Old West.
 - e. The use of chalk on building exteriors is strictly prohibited. Chalk may only be used on sidewalks, outdoor walkways, or on Britton Plaza.
 - f. Candidates may utilize Senate-owned supplies for their campaign. The Operations Committee reserves the right to set specific rules governing the use of supplies.
 - g. All campaign material must be removed immediately following elections.
 - h. Campaign materials may not be placed in classrooms or in any room dedicated to computer use.
- VI. 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 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 Operations Committee. The Elections Chair will determine whether the infraction merits a Campaign Violation Hearing before the Operations Committee. 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 the Operations Committee 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.

Candidate Agreement Form

SECTION 1: FOR ALL CANDIDATES

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

SECTION 2: FOR CANDIDATES FOR CLASS PRESIDENT, CLASS SENATOR, ALL-COLLEGE COMMITTEE SENATOR, AND STUDENT SENATE EXECUTIVE COMMITTEE 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 (**6:30-8:30pm on Tuesday evenings**), assigned committee meetings, and all class council meetings.

Signature of Candidate

Date

Cell Phone

This form must be submitted to Student Senate, along with your completed petition and a digital copy of your letter, no later than **7pm on Monday, September 5th**.

