



Election Packet

Nominations due:

For Fall— Second Thursday of September (4pm)

For Spring— Second Thursday of April (4pm)

Online Elections:

For Fall— Fourth Wed. & Thurs. of September

For Spring— Fourth Wed. & Thurs. of April

Why Should I Join Student Government?

Student Government is a great way to become involved on campus and in the community. You can help shape school policies and provide needed services to fellow students and the community. Additionally, we have a lot of fun, and it is a great way to get involved! Students involved in student organizations tend to do better in school – It's a fact!

Who is Eligible?

- Students enrolled in at least 12 credit hours this semester.
- Students must have a minimum 2.75 cumulative GPA at the time of their nomination, unless there is no credit hour requirement for the position.

What do I have to do in Student Government?

All Student Government members upon winning their seat in Student Government Elections will be expected, regardless of position, to:

- Attend all weekly SGA meetings on Thursdays at 12:30-1:30 in 128 HB.
- Attend any special SGA meetings as called by the SGA President.
- Volunteer for various SGA sponsored events and community service initiatives.
- Serve on campus committees as appointed by the SGA President.
- Regularly check Email and Student Government Facebook and Twitter for important communications.
- Attend any and all SGA Fall & Spring Retreat & trainings.
- Should be professional, responsible, reliable, articulate, and able to reach out to students to bring a student perspective where is needed.

**Extreme violation of institutional policies (local, state, federal law) may constitute removal from office or candidacy.*

What SGA Positions are open?

**Open to students of Freshman Rank (Under 29 Credits)*

Positions

- **House of Representatives:** Will Elect 10 in spring – Must be an FSU student. Will be considered an at large representative for FSU. This is an entry level position to Student Government. Help provide FSU specific point of views to SGA. The term of office is from April to April.
- **Senior Senator:** Will Elect 2 in spring - Must have completed required credit hours for senior rank at FSU by the end of this semester. The term of office is from April to April. They must be invested in their classmates in order to bring their prospective to SGA and create the best experience possible for members of their respective classes.
- **Junior Senator:** Will Elect 2 in spring - Must have completed required credit hours for junior rank at FSU by the end of this semester. Will represent your class among SG and will be expected to provide ideas for programming for your respective class. The term of office is from April to April. They must be invested in their classmates in order to bring

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their prospective to SGA and create the best experience possible for members of their respective classes.

- **Sophomore Senator:** Will Elect 2 in spring - Must have completed 24 credit hours at FSU by the end of this semester. Will represent your class among SGA and will be expected to provide ideas for programming for your respective class. The term of office is from April to April.
- **Freshman Senator:** Will Elect 2 in fall - Must be considered a freshman at FSU. Completed fewer than 29 credits. No previous credit hours are required for this position. The term of office is from October to April.
- **Faculty Senate:** Will Elect 2 in spring - Must have completed 30 credit hours by the end of this semester and be an FSU student. Must attend all Faculty Senate meetings. Faculty Senate is comprised of FSU faculty members from the various schools & departments of FSU. The term of office is from April to April. Faculty Senate generally meets once a month throughout the academic calendar.
- **Fairmont State University Board of Governors:** Will Elect 1 in spring - Must have completed 30 credit hours by the end of this semester and be an FSU student. Must have served a previous term in Student Government. Must be able to attend all FSU BOG Meetings and serve on the FSU BOG from July to July. Will become a voting Student Government member from April to April. Will be expected to report to the weekly SG meetings during the entire BOG term. The BOG Representative helps determine & interpret policy and budget issues for FSU. BOG generally meets once a month throughout the academic calendar. Must remain an FSU student in order to remain the FSU BOG student representative.
- **Secretary:** Will elect 1- Must have completed 30 credit hours at FSU by the end of this semester. Must have served a previous term in Student Government. Assumes the role of President in the absence of the President, Vice President & Treasurer, keep an updated list & directory of all current SG members, take roll at all SG meetings and functions, turn in weekly attendance reports, maintain correspondence and communications between SG, its members and campus, keeps & posts minutes from all SG meetings and Retreats and keep all records in permanent form. The Secretary serves on the Executive Committee. The term of office is from April to April.
- **Treasurer:** Will elect 1- Must have completed 30 credit hours at FSU by the end of this semester. Must have served a previous term in Student Government. Assumes the role of President in the absence of the President and Vice President. Shall serve as Chair of the Finance Committee and oversee SGA budget in conjunction with the SGA Advisor. The Treasurer serves on the Executive Committee. The term of office is from April to April.
- **Vice President:** Will elect 1- Must have completed 30 credit hours at FSU by the end of this semester. Must have served a previous term in Student Government. Assumes the role of President in their absence & assists the President in implementing policy. The Vice President

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serves on the Executive Committee. The term of office is from April to April. (Must run as a ticket with President Nominee.)

- **President:** Will elect 1- Must have completed 30 credit hours at FSU by the end of this semester. Must have served a previous term in Student Government. Sets the SG meeting agenda & leads the meetings, calls special meetings, appoints special committees & positions in SG, serves on various campus committees, attend & provide reports to FSU Board of Governors. The term of office is from April to April. (Must run as a ticket with a Vice President Nominee.)

How do I get on the ballot to run for Student Government?

- Complete a nomination form and return it to the Student Government Advisor by the due date (attached document).
 - All nominees must sign in compliance on the nomination form that they will immediately begin following SGA policies and procedures. Failure to affirm will prevent candidates from appearing on the ballot.

When can I begin campaigning?

- You cannot campaign until you have been officially nominated and completed a nomination form. (form attached)

When are elections?

- **Fall:** Fourth Wednesday and Thursday of September—these elections are generally for freshman and other position made vacant by resignation, expulsion, etc.
- **Spring:** Fourth Wednesday and Thursday of April—all positions, except freshmen positions, are to be contested in spring elections.
- All voting is conducted online. Students and candidates will be made aware of the voting procedure prior to nomination deadlines.
- There will be one physical poll locations located on Main Street

Who can vote?

- All students! However, students may only vote for nominees who would directly represent them. The online voting system will set restrictions and only permit students to vote for whom they are eligible to vote.
- Ex: A Freshman cannot vote for any other senator but a Freshman Senator.

What are the campaign rules?

Many of these rules are not Student Government rules but campus policy or City of Fairmont Code. Please read carefully and be respectful of these policies. Failure to adhere may lead to removal from the election ballot at the discretion of the Executive Board and Student Government Advisor.

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- Posters, signs, and public notices or other campaign materials of any type may be displayed only on the general-purpose bulletin boards provided for that purpose on campus. No such notices may be displayed on any internal or external walls, doors, windows or any other surfaces including sidewalks and other walkways. Materials found incorrectly displayed will be removed by the Executive Officers, the Advisor and/or facilities directors.
 - Within residence halls, candidates must follow residence hall visitation policies while campaigning and request permission to hang campaign signs from the Director of Residence Life and Housing and/or the ARD of the building.
 - Within residence halls, students may choose to post campaign materials on their personal doors and windows. Candidates must ask permission of each student to post materials upon their doors or windows.
- Nominees are permitted to hang one banner in select locations on campus; however, each banner must be approved for content and display location by the Student Government Advisor. Banners in the Falcon Center track must be approved and hung by the Director of the Falcon Center. (One banner per executive ticket.)
 - Banners are limited to no larger than 39 inches by 75 inches, (6ft.3in. by 3ft.3in) This is the size of twin flat sheet.
 - Banner must be oriented horizontally.
- Posters, signs, and public notices or other campaign materials of any type are not permitted to be displayed on public property, which is not intended for public signage. Materials found incorrectly displayed will be removed without notice.
- Candidates may not create campaign websites linked to any FSU websites.
- Students and candidates may not campaign using mass email to any part of the campus community.
- Students and candidates may not obstruct or interfere with other campaigns.
- Students and candidates must follow reservation policies of the campus when utilizing space and tables to campaign in campus facilities. Look at the website for how to make a reservation.
- No students or candidates are allowed to campaign on the same floor of official voting tables on election days. Tables are traditionally placed on the second floor of the Falcon Center and the first floor of the library.

**Extreme violation of institutional policies and/or local, state, and federal law may constitute removal from office or candidacy on ballot.*

What you *can* do to campaign!

Some students are stumped or frightened to violate the rules above, so we've witnessed general lack of campaigning in the past. This section is added to the packet to aid students with ideas on how to campaign for their seat.

- Use your personal Social Media accounts or a Wiki page to campaign. Create a Facebook page and invite your friends and other students to vote for you, or create a Twitter tag. I.e: #bobby4senate.

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- Handout swag or food: Students in the past have had free ice-cream sundaes or cookies to students. You can rent a table in the Falcon Center Main Street for free and campaign the days leading up to the election. (Candy is popular, too)
- Make memorable campaign posters. Successful campaigns in the past have been fueled from interest in a funny campaign slogan or sign. Use Grumpy Cat to your advantage than just traditional posters (just remember to keep it appropriate for campus).
- Assemble an election team! You may feel weird talking with students by yourself and asking them for their vote so get your best friends to help shoulder your awkward burden. Get t-shirts made and meet and greet students in front of the fountain or Falcon Center on a day(s) before the election. This will make you more visible and show you already have some support; others will be more likely to follow.

Remember what you’re signing up for!

SGA isn’t your typical campus club or organization. You have important responsibilities and to make sure you fulfil your duties you *must* sign off on your nomination form. Below is the agreement you will turn into the advisor upon your nomination form:

“I assert that if elected I will immediately adhere/attend all Student Government policies and events listed below. I understand that failure to do so could result in removal from office.”

- Attend all weekly SGA meetings on Thursdays at 12:30-1:30 in 128 HB.
- Attend any special SGA meetings as called by the SGA President.
- Volunteer for various SGA sponsored events and community service initiatives.
- Serve on committees as appointed by the SGA President.
- Check email, SGA Facebook and Twitter for important communications.
- Attend SGA Fall & Spring Retreat & Trainings
 - **Spring Banquet: March 28th @ 6:30pm**

(Excuses will be made on a case by case scenario for missing each event vetting rational and unavoidable situations with other inexcusable ones.)

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Nomination Form

Full Name: _____ Phone: _____

Email: _____

Address: _____

Date of Birth: _____ Gender _____ Shirt Size: _____

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Return completed Nomination Form to SGA Advisor

Student Number: _____

Select Only ONE of the following offices in which you intend to run: (Position descriptions listed above. Please verify that you qualify to run for the seat you select)

- House of Representatives
- Senior Senator
- Junior Senator
- Sophomore Senator
- Freshman Senator
- Faculty Senate
- Board of Governors
- Secretary
- Treasurer
- Vice President
- President

If appointed, please list position title here: _____

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Candidate’s Signature: _____

Date: _____

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