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Name/College

**Student Body Senate Election  
Candidate  
Application Packet**

**Due**

**Friday, September 14<sup>th</sup>, 2018  
by 5:00 PM.**

**[www.ucfsga.com](http://www.ucfsga.com)**

*Return Application to the SGA Office Front Desk, Student Union Room 214*

SGA TIME STAMP: \_\_\_\_\_

# University of Central Florida Student Government Association

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## Personal Information

Name: \_\_\_\_\_

UCF ID (PID): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

UCF Knights Email address: \_\_\_\_\_

College (check *one*):

College of Arts and Humanities		College of Medicine	
College of Business Administration		College of Nursing	
College of Community Innovation and Education		College of Sciences	
College of Engineering and Computer Science		Nicholson School of Communication and Media	
College of Graduate Studies		College of Optics and Photonics	
College of Health Professions and Sciences		Undeclared Majors	
Rosen College of Hospitality Management		Undergraduate Studies	

Major \_\_\_\_\_

Student Standing - by credit hours (circle one):

Freshman

Sophomore

Junior

Senior

Graduate Student

Credit Hours Enrolled this Semester: \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

Date: \_\_\_\_\_

### STUDENT GOVERNMENT ADMINISTRATIVE USE ONLY – DO NOT FILL OUT

GPA: \_\_\_\_\_

Meet eligibility requirements: Yes or No

College: \_\_\_\_\_

Signature of Senate Advisor \_\_\_\_\_

Holds: \_\_\_\_\_

Hours Enrolled: \_\_\_\_\_

# University of Central Florida Student Government Association

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## **Student Record Waiver**

I, \_\_\_\_\_, hereby authorize and consent to the release of my records, which shall include my GPA, Academic Standing, major, and confirmation of enrollment at UCF for the purposes of verifying the qualifications of employment and/or volunteer positions with SGA. I also acknowledge that the information provided on this application is true to the best of my knowledge. I understand that falsification of any part of this form will be cause for immediate dismissal if employed in volunteering my time and/or the invalidation of this application.

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Signature

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Date

## **UCF SGA Candidate Acknowledgement of Privacy Rights**

I acknowledge that records of my candidacy for an elected position with UCF SGA will be released to the public upon request to the extent that they do not contain information that is otherwise confidential. This may include records such as my declaration of candidacy, campaign material submitted for my campaign, emails I may send regarding my election, the ballot results, and, if applicable, information I submit in response to an election violation allegation. While the University will make publicly available SGA records to the extent they are specific to SGA business, it will not disclose information from those or other records that are protected from public disclosure by Florida or federal law. Examples of confidential information include things such as student personal email addresses, social security numbers, GPA, information about student conduct matters conducted by the University, personal banking information, academic records, and medical information.

Additionally, I acknowledge that certain business meetings of the UCF SGA, including meetings in which I may be a participant or attendee because of my candidacy for an elected SGA position, may be open to the public. I consent to the release of any recordings of such meetings.

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Signature

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Date

# University of Central Florida Student Government Association

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## Eligibility Requirements – A Checklist

- All candidates **MUST** turn in a completed Candidate Application Packet **by 5:00 PM on Friday, September 14<sup>th</sup>, 2018** to the Student Government Association Office (Student Union, Room 214) Front Desk staff
- All candidates **MUST** turn in petition signatures, outlined in this packet, with the submission of their Candidate Application Packet
- All candidates **MUST** attend **ONE** informational session, as outlined in this packet
- All candidates **MUST** submit an “Intent to Run” Statement, outlined in this packet, to the Supervisor of Elections **by 5:00 PM on Friday, September 14<sup>th</sup>, 2018**
- All candidates **MUST** meet the student leadership requirements outlined by the UCF Golden Rule\*

All candidates will be notified of their eligibility on or before Friday, September 14<sup>th</sup>, 2018. The Election Commission, Senate Coordinator, or SGA Graduate Assistant will notify all candidates of their eligibility.

### \*UCF Golden Rule Leadership Requirements

- During fall and spring semesters, a student leader **must be currently enrolled as an activity and service fee-paying half-time or full-time student** (currently defined as at least six (6) credit hours as an undergraduate student or a post-baccalaureate student, or at least five (5) credit hours in a graduate-seeking program or at least three (3) credit hours if registered for dissertation or thesis hours). The student is not required to be enrolled during the summer term; however, the student must be continuously enrolled for the minimum number of hours stated above during the preceding spring semester and following fall semester. Exceptions shall be made, upon appeal, for students in their last semester prior to graduation.
- A student leader must have a minimum institutional grade point average for their current academic career (i.e., undergraduate or graduate). This is a grade point average of **2.5 for Undergraduate Students** and **3.0 for Post-Baccalaureate or Graduate Students**, for all hours earned: a. toward UCF classes (i.e., UCF Cumulative GPA), or b. at a previous institution, if the student is in their first semester (within their current academic career) at UCF.
- A student leader **must be in good academic and disciplinary standing**, defined as not being on academic or disciplinary probation.
- **A student leader must be free of financial or disciplinary holds on University records**

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## Senator Expectations

By participating in the Student Body Senate, you agree to represent and advocate for your constituents to the best of your abilities. The Student Body Senate and Senate Leadership may also include other expectations where necessary. The expectations are as follows:

1. Attend weekly Senate meetings on Thursday evenings, with a limit of two unexcused absences per semester
  - a. Senate Meetings begin at 7pm and can last upwards of 4 hours
2. Serve on at least one of the six Student Body Senate Committees
3. Attend a two-day Senate Retreat held on Friday, September 28<sup>th</sup> and Sunday, September 30<sup>th</sup>
4. Meet monthly with your fellow college-specific Student Senators
5. Attend College Dean meetings each semester
6. Actively work towards the completion of college-specific and/or campus-wide platforms and initiatives
7. Attend accountability meetings with the Senate Advisor and/or SGA Graduate Assistant
8. Abide by all rules, regulations, and expectations set forth in the UCF Student Body Constitution
9. Respect other Student Senators and those who are presenting to the Senate
10. Actively reach out to RSO's and constituents to solicit feedback

## Election Timeline

**Application Process:** Monday, August 20<sup>th</sup>, 2018 - Friday, September 14<sup>th</sup>, 2018

*No Campaigning. Complete and return your Candidate Application Packet, attend an informational session, and retrieve and return required petition signatures.*

**Approval Process:** Monday, August 20<sup>th</sup>, 2018 - Friday, September 14<sup>th</sup>, 2018

*No Campaigning. Complete and return your Candidate Application Packet, attend an informational session, and retrieve and return required petition signatures.*

**Campaigning Allowed:** Monday, September 17<sup>th</sup>, 2018 – Completion of voting.

*Candidates may campaign only after receiving verification from the Election Commission.*

**Candidate Open Forums:** Tuesday, September 18<sup>th</sup>, 2018 & Wednesday, September 19<sup>th</sup>, 2018 in the Student Union, Key West Ballroom, 11:30am – 2:30pm

*These are optional opportunities for candidates to meet students during the campaigning period*

**Election Voting:** Monday, September 24<sup>th</sup>, 2018 - Wednesday, September 26<sup>th</sup>, 2018

**Run-Off Election (if needed):** Monday, October 1<sup>st</sup>, 2018 - Wednesday, October 3<sup>rd</sup>, 2018

## Contact Information

**Reina Chehayeb**, Supervisor of Elections: [sga\\_ec@UCF.edu](mailto:sga_ec@UCF.edu)

**Wills Brown**, Senate Coordinator: [Wills.Brown@UCF.edu](mailto:Wills.Brown@UCF.edu)

**Dey Gonzalez**, SGA Graduate Assistant: [SGAga@UCF.edu](mailto:SGAga@UCF.edu)

## **Candidate Informational Sessions**

**Candidates MUST attend at least one informational session.** You may submit your Candidate Application Packet prior to attending an informational session; however, if you do not attend any of the sessions below, or set up an individual session with an Election Commissioner, you will be deemed ineligible as a candidate. If your schedule conflicts with all the times listed below, contact the Supervisor of Elections ([sga\\_ec@UCF.edu](mailto:sga_ec@UCF.edu)) to request an individual appointment.

All Informational Session below will be hosted in The Hub on 1<sup>st</sup> Floor of the Student Union:

*Wednesday, August 22nd @ 10:30am*

*Tuesday, August 28th @ 4:30pm*

*Thursday, August 30th @ 10am & 12pm*

*Tuesday, September 4th @ 10:30am*

*Wednesday, September 5th @ 10:30am & 12pm*

*Thursday, September 6th @ 6pm*

*Friday, September 7th @ 2pm*

*Monday, September 10th @ 11:30am*

*Thursday, September 13th @ 6pm*

## **Petitions of Candidacy**

**Candidates must turn in the required number of petition signatures upon the submission of their Candidate Application Packet.** If a candidate needs extra petition forms, they may pick them up from the SGA Office Front Desk staff or print them off online at [ucfsga.com/elections/senate](http://ucfsga.com/elections/senate)

- **Undergraduate candidates** must retrieve 75 signatures and ISO numbers (to check enrollment status) of any *currently enrolled UCF undergraduate or graduate student*
- **Graduate candidates** must retrieve 25 signatures and ISO numbers (to check enrollment status) of any *currently enrolled UCF undergraduate or graduate student*

If, upon verification by the Election Commission, a candidate's Petition form is found to contain less than the required number of signatures, the candidate shall have until 5:00 p.m. on the first school day following the end of Declaration of Candidacy to complete the Petition form. Any Petition form not fully completed by 5:00 p.m. on the first school day following the end of Declaration of Candidacy shall be considered invalid.

## **Candidate “Intent to Run” Statement**

Candidates **must** include an “Intent to Run” Statement that outlines why they want to get involved with SGA. This statement will be limited to a maximum of 250 words and must be submitted to the Supervisor of Elections, via email as an attached document, by ***Friday, September 14<sup>th</sup> by 5:00 PM***. The intention of this statement is to have each candidate reflect on their reasons for getting involved. This statement should answer the following question:

**What drives you to submit this Candidate Application Packet for the upcoming Student Body Senate elections?**

1. Save in a Word format as **FirstName.LastName.Intent**
2. Email this file as an attachment to the Supervisor of Elections, Reina Chehayeb, at **sga\_ec@UCF.edu**
3. **Deadline: Friday, September 14<sup>th</sup>, 2018 by 5:00 PM**

## **Candidate Platform**

Candidates are encouraged, however not required, to include a platform to be used in official Student Government Association media. Your platform should outline projects and initiatives you hope to accomplish if elected. This platform will be limited to a maximum of 500 words and should be submitted to the Supervisor of Elections, via email as an attached document, by ***Friday, September 14<sup>th</sup> by 5:00 PM***. The Election Commission is not responsible for any grammar, formatting, or spelling mistakes and will post only what the candidate submits.

1. Save in a Word format as **FirstName.LastName.Platform**
2. Email this file as an attachment to the Supervisor of Elections, Reina Chehayeb, at **sga\_ec@UCF.edu**
3. **Deadline: Friday, September 14<sup>th</sup>, 2018 by 5:00 PM**

## **Campaigning Overview**

- Campaigning may not take place before the official campaigning period, which begins **Monday, September 17<sup>th</sup>, 2018**.
- Campaigning may not take place until after you have been notified by the Election Commission that you are approved to campaign.
- Any campaign material wished to be used during the Active Campaigning period must be approved by Election Commission prior to distribution.
- When campaigning, BE CREATIVE. Think of new and exciting ways to reach the Student Body.

## **Violations Overview**

- The following are **major violations**, which may result in disqualification:
  - A. Knowingly providing false information before the Election Commission.
  - B. Misrepresenting any campaign material as being the material of any candidate/ticket other than themselves.
  - C. Condoning or authorizing the removal, vandalism, destruction, or theft of campaign material of another candidate.
  - D. Committing slander or libel against another candidate/ticket.
  - E. Committing or attempting a bribe.
  - F. Committing or attempting to commit extortion or blackmail.
  - G. Devising a name which would associate themselves with another candidate that would reasonably lead the voter to conclude that the candidate is not who they purport to be, but is in fact another candidate.
  - H. Distributing items that are not for the sole purpose of education during Active Campaigning.
    - a. Educational items are including but not limited to brochures, pamphlets, stickers, and palm cards.
  - I. Providing food, drinks, or prizes to influence the action of another to vote, not vote, or vote for or against a particular candidate/ticket. This rule applies both on and off university controlled property.
    - a. The Election Commission is the only election-related entity exempt from this rule.
  - J. Attempting to perpetrate a fraudulent election. This shall include but is not limited to tampering with election machinery and voting software, voting more than once, or attempting to vote with another person's student identification card.
  - K. Threatening or acting violently against any member of a campaign ticket.
  - L. Bringing false or malicious charges against another candidate/ticket.
  - M. Defacing or damaging poll sites or University election related material.
  - N. Using the past and/or present SGA logo on campaign items.
  - O. Establishing a voting station by computer or otherwise, in an establishment licensed to sell alcoholic beverages.



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- The following are **minor violations**, which may result in some form of penalty. If a candidate commits three or more minor violations, they may be disqualified:
  - A. Misrepresenting any material fact in campaign material or while campaigning in any form.
  - B. Altering their legal name provided by the University when placing such on the ballot.
  - C. Distributing campaign materials in the residence halls by sliding said material under the door.
  - D. Distributing tangible campaign material in the residence halls before 11:00 a.m. or after 9:00 p.m.
  - E. Distributing tangible campaign materials within: University designated computer labs, libraries, bookstores, classrooms, inside the Student Union Building including the gated patio area, inside the Recreation and Wellness Center Building, and within the fifteen (15) foot boundary surrounding the Election Tent.
  - F. Campaigning on the Student Union stage during an election period.
  - G. Distributing or displaying campaign material on or in a building without first securing the written permission of said building's manager and submitting such permission to the Election Commission prior to the distribution of said material.
  - H. Distributing apparel before the commencement of Active Campaigning or after the statutorily defined Election Time begins.
  - I. Distributing any apparel or campaign material not approved by the Election Commission.
  - J. Active campaigning before the specifically designated time for Active Campaigning.
  - K. Failing to remove all campaign materials from the campus by 4:00 p.m. of the next school day following the general or runoff election.
  - L. Using Student Government Property or Activity and Service Fee Funds, valued at five (5) US dollars or greater to benefit that candidate/ticket's campaign.
  - M. Coercing or otherwise inducing another student while said student is in the process of filling out a ballot by any physical or electronic means.
  
- Please refer to Student Government Statute Title VI for more information on the elections rules and procedures. This information can be found at [ucfsga.com/about-sga/constitution-and-statutes](http://ucfsga.com/about-sga/constitution-and-statutes)