2018-2019 STUDENT GOVERNMENT SPECIAL ELECTIONS NOMINATION PACKET

Contact the Office of Student Life in C-123 if you have any questions or require any further information.
studentlife@kingsborough.edu or 718.368.5597

Tuesday, November 20 – Tuesday, December 4 (12pm_
Nomination Period
Those interested in running for a vacant position may submit a nomination form any time during this nomination window.

Tuesday, December 4
Student Government Elections Meeting, 4:30pm
U-217
Election for vacant positions will take place via a special ballot, voted on by the current members of the Student Government. Candidates must attend this meeting.

What are the requirements to run for office?
All students that are interested in running for a position must be in good standing with the College: you must not have a judicial record and have at least a 2.0 GPA. Presidents are required to have a 2.5 GPA (as per CUNY Board of Trustees, June 2001). Students must also carry a minimum of 6 credits and be matriculated to be eligible for a position. Requirements are verified each semester, and any student not meeting the academic, judicial, or enrollment requirements shall be considered ineligible and will be removed from the designated position.

When are SGA Meetings?
ALL members must attend General Body meetings. Cabinet Officers must attend Cabinet Meetings and Senate members must attend Senate Meetings. Members of College Council (All Cabinet Officers, most Senators, and College Council at-large delegates) must also attend College Council meetings.

- **Cabinet:** Mondays, 4:30pm
- **Senate:** Tuesdays, 3:00pm
- **General Body:** Tuesdays, 4:30pm
- **College Council:** 10/4, 11/15, 4/9, 5/23, 3:00pm

Meeting times posted here are for the Fall 2018 semester, and may change slightly for Spring 2019. Candidates should plan to be available from 3pm-6pm on Mondays and Tuesdays for Spring 2019 for Cabinet, Senate, and General Body meetings.

More Questions?
Contact the Office of Student Life, C-123 if you have any further questions or are interested in running for a position. Call at 718.368.5597 or email at studentlife@kingsborough.edu

The following positions are open during this special election:

Vice President for Student Affairs (1)

Vice President for Finance and Administration (1)

Senator (5)
There are five (5) senator positions available. The single candidate with the highest total number of votes received will automatically also become a member of College Council. The remaining four (4) elected senators will NOT automatically become College Council delegates, but may win election to a seat as a College Council At-Large Delegate.

College Council At-Large (3)
There are three (3) openings for College Council Delegate At-Large. These may be filled by any student, including those Senators whose position does not automatically include a seat on College Council. Students choosing to run for Senate during this election may also choose to run for College Council.

What is are each position's expectations?
Every Member
- Understand and follow the constitution and bylaws of the organization.
- Be familiar with the school's policies and procedures and see that they are followed at all meetings, events and daily activities.
- Represent the KCC Student Body with integrity, professionalism, and consistency.
- Attend the regular meetings of the General Body, and their respective entity (Cabinet/Senate).

Every Cabinet Officer
- Attend weekly Cabinet and General Body meetings.
- Hold at least six (6) scheduled office hours per week.

Every Senator – (5) Open
- Attend weekly Senate and General Body meetings.
- Hold at least three (3) scheduled office hours per week.
- Serve as SGA liaison to one or more KCC academic departments

Why should I want to get involved with Student Government?

Student Government is THE student voice on campus. Joining SGA is an opportunity to represent your fellow students, create change on campus, and gain valuable leadership and networking skills for the future. Plan events, start traditions, advocate for KCC students, and create opportunities for your fellow students to take ownership of their experience. Full details are available in the KCC SGA Constitution, through KCC SGA or the Office of Student Life.

How is Student Government structured at KCC?

Beginning with the 2018-2019 academic year, the KCC SGA will be structured as a single association, composed of three main parts:

Cabinet (Officers): Consisting of seven officers (President, Vice President of Legislative Affairs, Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Finance and Administration, Vice President of Public Relations and Communications, and the Campus Activities Board Chair).

Senate (Senators): Consisting of twelve (12) senators, with an internally-elected Speaker.

General Body (Members): Defined as the joint operation of the Cabinet and Senate.

Students may also run for positions on the College Council and the Judicial Affairs Committee (See Next Page).

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Every Cabinet Officer
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President – Not Open
- Call, preside over, and prepare agenda for Cabinet and General Body meetings.
- Coordinate Cabinet activity and provide leadership to Cabinet members.
- Report on Cabinet activity at all General Body meetings.
- Meet regularly with the KCC President (or designee) and Speaker of the Senate.
- Serve as a standing member of the College Council, KCC Association, and KCC Auxiliary.
- Appoint and remove SGA committees as necessary.
- Represent the SGA or see that a student is appointed to represent the SGA at all KCC events/meetings that require the SGA's participation.
- Ensure consistent communication with KCC Administration, including the KCC SGA Advisor.

Vice President for Legislative Affairs (VPLA) – Not Open
- Coordinate all aspects of the KCC SGA legislative agenda and lobbying efforts.
- Meet regularly with the KCC Director of Government Relations (or designee).
- Report to the SGA on matters of local, state, and federal legislation and policy.
- Serve as a standing member of the College Council.
- Fulfill the duties of the President in their absence.

Vice President for Academic Affairs (VPAA) – Not Open
- Address concerns related to the in-class/instructional experience on campus.
- Meet regularly with the KCC VPAA/Provost (or designee).
- Serve as a standing member of the KCC College Council and Auxiliary.

Vice President for Student Affairs (VPSA) – OPEN
- Address concerns related to the out-of-class experience on campus.
- Meet regularly with the KCC VPSA (or designee).
- Serve as Chair of the Student Activities Committee.
- Serve as a standing member of the KCC College Council and Association.

Vice President for Finance and Administration (VPFA) – OPEN
- Address concerns related to campus finance, administration, and public safety.
- Meet regularly with the KCC VPFA (or designee).
- Maintain and report on KCC SGA financial records.
- Serve as a standing member of the KCC College Council, Association, and Auxiliary.

Vice President for Public Relations and Communication (VPPR) – Not Open
- Create and maintain all non-financial records.
- Meet regularly with the KCC Chief of Staff (or designee).
- Coordinate communications with members and potential members.
- Take notes and prepare meeting minutes for all Cabinet and General Body meetings.
- Serve as a standing member of the College Council.

Campus Activities Board Chair (CAB) – Not Open
- Responsible for oversight of Campus Activities Board and event planning/funding assistance to RSOs.
- Meet regularly with the KCC Director of Student Life (or designee).
- Coordinate the efforts of KCC SGA with those of CAB.
- Serve as a standing member of the College Council and Student Activities Committee.

College Council – (3) Open
The College Council is the governing body of all of KCC. If elected to sit on the College Council, students will have the opportunity to meet with Faculty and Staff to discuss issues that affect the campus as a whole. The College Council is run by the President of the college and meets as a large group twice a semester and the sub-committees meet several times in between. The sub-committees include: Strategic Planning & Budget Committee, Steering Committee, Curriculum Committee, Legislative Committee, Instructional Committee, Committee of Students, and Committee on Committees. All 7 members of the cabinet, as well as the 8 senators receiving the most votes in the senator election will sit on College Council. The remaining 5 student seats on the Council are open to an at-large election.

Judicial Affairs Committee – Not Open
Students who are elected on to the Judicial Affairs Committee will work closely with the campus Judicial Affairs Officer. They will be asked to review cases where students have allegation charges brought against them that are a breach of the Henderson Rules to Maintain Public Order or the Campus Code of Conduct. This committee meets to review cases and provides students the chance to have a fair hearing by a jury of their peers. Eight (8) students will be selected to serve as members of the Judicial Affairs Committee.

University Student Senate (USS)
USS is the SGA for all of CUNY. Each CUNY school elects 2 delegates (and 2 alternates) to sit on USS each year and represent the entire student body at university-wide meetings. In order to be eligible for USS, a student MUST run for, and win, an elected SGA position (officer or senator).

What other committees does SGA sit on?
Each year, SGA appoints members to sit on many campus committees including (but not limited to): Association Board, Auxiliary Board, Food Service, Bookstore, Technology Fee, Athletics, and Non-Athletic Competition.

What are the requirements to run for office?
All students that are interested in running for a position must be in good standing with the College: you must not have a judicial record and have at least a 2.0 GPA. Presidents are required to have a 2.5 GPA (as per CUNY Board of Trustees, June 2001). First semester students are NOT eligible to run for or hold Student Government positions. Students must also carry a minimum of 6 credits and be matriculated to be eligible for a position. Requirements are verified each semester, and any student not meeting the academic, judicial, or enrollment requirements shall be considered ineligible and will be removed from the designated position.

What is the time commitment?
Being a member of Student Government is a big responsibility. As an officer, you will be expected to hold office hours each week in order to perform council-related duties and be available for students with concerns. Depending on your position, you may also be a member of other committees or boards on campus as well. Officers should expect to spend approximately 10 hours per week on SGA duties, while Senators should expect to spend 5-7 hours per week (inclusive of scheduled office hours).

This is something I want to be a part of! Sign Me Up!!
If you are interested in participating in Student Government this spring, you may submit this nomination packet to the Office of Student Life by the posted deadline. In the event of mid-year openings, announcements and elections will be handled through the Student Government Association. If you have any questions regarding this process you can contact the Office of Student Life, C-123, call 718.368.5597 or email studentlife@kbcc.cuny.edu

KINGSBOROUGH COMMUNITY COLLEGE

STUDENT GOVERNMENT NOMINATION FORM

GUIDELINES FOR NOMINEE ELIGIBILITY:
1. All students must have at least a 2.0 ("C") cumulative index. Those interested in running for President must have a 2.5 cumulative index (as per CUNY Board of Trustees, June 2001). Election is contingent on GPA verification each semester.
2. All students must be clear of academic or disciplinary probationary status at the time of election.
3. Students may declare for ONE (1) Student Government Cabinet position, and for Senate, and may also declare candidacy for College Council and the Judicial Affairs Committee.

FORM MUST BE FILLED OUT *COMPLETELY* **TO BE CONSIDERED AS A NOMINEE**

NAME:_____ **EMPL ID #:**_____

EMAIL ADDRESS:_____ **TELEPHONE #:**_____

MAJOR:_____ **CUMULATIVE INDEX:**_____

CREDITS COMPLETED AT KCC:_____

PLEASE SELECT THE POSITION WHICH YOU WOULD LIKE TO OBTAIN (CHOOSE ONE)*:

_____~~PRESIDENT~~ _____~~VICE PRESIDENT FOR FINANCE AND ADMINISTRATION~~

_____~~VICE PRESIDENT FOR LEGISLATIVE AFFAIRS~~ _____~~VICE PRESIDENT FOR PUBLIC RELATIONS~~

_____~~VICE PRESIDENT FOR ACADEMIC AFFAIRS~~ _____~~CAMPUS ACTIVITIES BOARD CHAIR~~

_____**VICE PRESIDENT FOR STUDENT AFFAIRS**

STUDENTS MAY RUN FOR ONE POSITION ABOVE AND/OR ANY OF THE FOLLOWING: SGA SENATE AND/OR AT-LARGE MEMBERSHIP TO COLLEGE COUNCIL. SELECT BELOW YOUR INTENT TO OBTAIN A POSITION ON THE FOLLOWING COMMITTEES. SOME ELECTED POSITIONS AUTOMATICALLY SERVE ON COLLEGE COUNCIL – YOU MAY LOSE ELECTION TO A SPECIFIC POSITION, BUT STILL BE ELECTED TO EITHER OF THE BELOW (LEAVE BLANK IF YOU DO NOT WISH TO SEEK CANDIDACY IN EITHER)**:**

_____**SENATE** _____**COLLEGE COUNCIL**

BY SIGNING BELOW, YOU AGREE TO ATTEND THE ELECTIONS MEETING AT 4:30PM ON TUESDAY, DECEMBER 4 AND, IF ELECTED, TO FULFILL THE DUTIES OF YOUR POSITION AS REQUIRED BY THE KCC SGA CONSTITUTION AND EXPLAINED IN THIS DOCUMENT.

NOMINEE SIGNATURE:_____ **DATE:**_____

PLEASE RETURN THIS PAGE ONLY TO THE OFFICE OF STUDENT LIFE, C-123.
NOMINATIONS WILL BE ACCEPTED UNTIL **TUES, DEC 4 AT 12:00PM**. APPLICATIONS **WILL NOT BE ACCEPTED** AFTER THE DEADLINE.