2020-2021 STUDENT GOVERNMENT ELECTIONS NOMINATION SUMMARY

Contact the Office of Student Life if you have any questions or require any further information.
studentlife@kbcc.cuny.edu

Submit Nominations Form Electronically

*Link on KCC Student Life Webpage

DEADLINE: Friday, May 1, 2020, 12PM

Monday, April 8 – Monday, May 1
Nomination Period
Those interested in running for a position within
Student Government, as well as College Council &
Judicial Affairs Committee Representatives, must
submit all requests to run for office **by 12pm, May 1.**

Friday, May 1 **MANDATORY**
Candidate Orientation, 3:00pm, Zoom Webinar
ALL students nominated to be an Officer of any kind
must attend this mandatory discussion of election
procedures and campaign protocol. **Nominees who
are unable to attend must contact
studentlife@kbcc.cuny.edu BEFORE the start of the
meeting in order to remain eligible.**

**Wednesday, May 6, 4pm – Thursday, May 14,
12pm Campaigning, All Day**
All candidates may campaign but must abide by all
campaign guidelines set forth at the Candidate
Orientation Session.

Tuesday, May 11, 10am – Thursday, May 14, 12pm
Elections, All Day
Voting will take place online. Voting begins Tuesday,
May 11 at 10am until Thursday, May 14 at 12pm.
During this time, students will be able to vote for all
Student Government, College Council, and Judicial
Affairs Committee positions. You can sign up to
borrow a loaner laptop/tablet for distance learning &
engagement via Inside KCC.

Friday, May 15
Counting of Ballots, 2-3pm
The Elections Committee will tabulate the ballots once
the polls have closed under the supervision of the
Director of Student Life.
Announcement of Results, 3pm
The Elections Committee will certify the elections
results and post the on the KCC Student
Life Webpage.

****MANDATORY** CUNY New Leadership Challenge,
Dates TBD due to COVID-19 Pandemic**
The CUNY NLC is a training conference for newly elected
SGA officers from all CUNY campuses.

****MANDATORY** Annual SGA Training Retreat
Dates TBD due to COVID-19 Pandemic**
All elected candidates must attend this training retreat,
where SGA will begin training for the coming year and
will assign members to necessary campus committees,
including the KCC Association, Auxiliary, and University
Student Senate.

***ALL STUDENT GOVERNMENT CANDIDATES MUST
SUBMIT A PLATFORM STATEMENT.*** Your platform
statement gives you the opportunity to inform your
fellow students who you are and why they should vote
for you. Platform statements should be 200 words or
less describing yourself and what makes you the best
candidate for the position you are running for.
Candidate Statements are collected as part of the
Nominations Form.

Please note that all statements will be screened by the
Student Elections Review Committee to insure
compliance with election guidelines but will not be
corrected for grammar, spelling, or other errors.

Sample Platform Statement
Please use the following format for your statement:
Name: Joe Schmoe
Major: Tourism & Hospitality
Council: Business
Position: Vice President for Academic Affairs

College Council: Yes
Judicial Affairs: Yes

Dedicated, determined, and diligent are some words
that describe me. Hi, I am Joe Schmoe, a Student
Ambassador trainee and a member of the International
Students Union and Food Club. I am majoring in
Tourism & Hospitality, and am fully capable of serving
my fellow students. Given the opportunity to be VPAA,
I can assure you that your voices will be heard. My
main goal is to assist my fellow students in addressing
any problems that they may be experiencing at KCC. I
will make your college experience at KCC a meaningful
one. It can be done! On Election Day, vote for
dedication, determination and diligence. Vote for Joe
Schmoe!!

Campaign Rules & Reporting Violations
Campaign violations, including but not limited to cyber-
bulling, should be reported to The Office of Student life at
studentlife@kbcc.cuny.edu. Further details will be
provided during Candidate Orientation.
- (beholden to student code of conduct)
- (no cyber bullying, or ads that attack the character of
  another candidate)
- no offer of favors or monetary rewards

More Questions?
Contact the Office of Student Life if you have any further
questions or are interested in running for a position. Email
at studentlife@kbcc.cuny.edu

Why should you 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?
KCC Student Government Association is a student-run organization 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).

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

Every Senator
● Attend bi-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

President
● 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)
● 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)
● 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)
● 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)
● 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)
- 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)
- Work with existing CAB officers and advisors to select CAB officers for the upcoming year.
- 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
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. Sub-committees meet as needed in between general meetings. 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
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). Members must attend their respective meetings, held as follows. ALL members attend General Body meetings.

Cabinet Meetings: Mondays, 4:30pm
Senate Meetings: Alternating Tuesdays, 4:30pm
General Body Meetings: Alternating Tuesdays, 4:30pm

This is something I want to be a part of! Sign Me Up!!
Just submit this nomination form via the link on the KCC Student Life website. 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, email the Office of Student Life at studentlife@kbcc.cuny.edu