

# STUDENT ASSOCIATION ELECTION HANDBOOK

## 2023 – 2024



Interested students are encouraged to attend a candidate information session  
**Friday, January 27 at 3:00 pm in STC 126 B on the Taylorsville Redwood campus.**

SLCCSA Election is managed by the Thayne Center for Student Life, Leadership, & Community Engagement.

For more information, connect with us:

Taylorsville Redwood – STC 124 & 126

Jordan – JSTC 201

South City – 2-070 & 2-071

(801) 957-455

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# ELECTED POSITIONS

All students who are registered at Salt Lake Community College and have paid their student fees are members of the Salt Lake Community College Student Association (SLCCSA). Leadership for the Student Association is provided by the Executive Council, which consists of three officers. Members of the Executive Council connect with and represent SLCC students to elevate issues and concerns to the college's administration, community leaders, and state officials. Select staff within the Thayne Center for Student Life & Leadership (Thayne Center) provide SLCCSA positional and organizational advising, training, strategic insight, and on-going professional development. Listed below are the main responsibilities and duties of the Executive Council and the individual positions.

## SLCCSA EXECUTIVE COUNCIL

The Salt Lake Community College Student Association represents the student voice and addresses issues impacting the general welfare of SLCC students. SLCCSA facilitates communication between students and college administration by participating in the academic and policy-making levels of the college. As a result, SLCCSA improves the educational, cultural, and social experience of the multicultural community of SLCC. Leadership for SLCCSA is provided by an Executive Council comprised of the Student Association President, Vice President for Academic Pathways, and Vice President for Equity & Diversity.

### Duties of the SLCCSA Executive Council

- Serves as the Executive Branch of SLCCSA.
- Recommends legislation to the Student Senate.
- Establishes committees to assist in legislative and administrative functions of SLCCSA.
- Approves allocation of Student Activities monies distributed from the Student Fee Board.
- Recommends issues to be researched concerning student welfare.
- Assists the SLCCSA President in their college-wide and state-wide duties.
- Serves as voting members of the Executive Council, attending meetings weekly.
- Attends monthly President Calls with members of SLCC Executive Cabinet.
- Represents students at select college events including Student Forums, Truth in Tuition, Convocation, SLCC 360, and Commencement.
- Upholds and effectively implements the guidelines, policies, and procedures provided by the SLCCSA Constitution and Bylaws, Thayne Center, and SLCC Student Code.
- Teaches, guides and models exemplary behavior for other student leaders.
- Approves requests for student representatives on college committees.
- Calls Joint Sessions as needed.
- Upholds the reputation of the Thayne Center office.
- And other duties that are deemed necessary.

## STUDENT ASSOCIATION PRESIDENT

The President of SLCCSA serves as the executive officer of the SLCC Student Association. The President serves as the chair of the Executive Council. The Student Association President is the main advocate for students when it comes to any form of decision making. Therefore, will be held as an example within the College community and outside the College.

### Duties of the SLCCSA President

- Serves as executive officer of the Salt Lake Community College Student Association (SLCCSA).
- Serves as a member of the SLCC Board of Trustees.
- Serves as a fee-paying member of the Utah Student Association (USA).
- Calls and conducts SLCCSA President's Calls with members of the SLCC Executive Cabinet.
- Calls and presides at meetings of the Executive Council.

- Seeks consensus in all major decisions made by the Executive Council, respecting the fact that each member of the Executive Council is elected to represent student stakeholders.
- Meets with SLCCSA Vice Presidents to align and support programs and initiatives.
- Oversees administrative responsibilities and project delegation to 1 – 2 Executive Assistants.
- Serves as the ex-officio member of all Thayne Center committees and represents Salt Lake Community College on several boards on and off campus.
- Participates as a voting member of the Student Fee Board, Student Standards Committee, and Student Center Advisory Committee.
- Serves as a member of committees as requested by the President of the College or designee.
- Holds approval and veto power on legislation received from the Student Association. Any legislation that remains unsigned after 15 days will become effective.
- Writes and submits a monthly Board of Trustees Report.
- Represents students during Commencement including providing a speech.

### **VICE PRESIDENT FOR ACADEMIC PATHWAYS**

The Vice President for Academic Pathways (VPAP) is a member of the Executive Council. With oversight of Student Senators representing SLCC’s academic pathways, the VPAP the student voice by garnering input and implementing initiatives that improve academic experiences at SLCC.

#### **Duties of the SLCCSA Vice President for Academic Pathways**

- Calls and conducts weekly meetings of the Student Senate.
- Meet with the SLCCSA President to align and support programs and initiatives.
- Serves as a non-voting member of the Faculty Senate, serving as the official liaison between the Faculty Senate and SLCCSA Executive Council.
- Manages and coordinates Student Senators, assigning representatives to Academic Pathways.
- Facilitates the training for Senators including: listening to and talking with SLCC students, researching solutions to academic issues, addressing student concerns, understanding the college’s academic structure, representing the organization on committees, communicating effectively with SLCC officials, problem solving, developing initiatives, legislation, and understanding the constitution and bylaws.
- Creates standing and/or ad hoc committees for the Student Senate.
- Attends and represents students in assigned committees.
- Serves as the SLCCSA President upon the President's absence.
- Accepts responsibility for any additional duties that may be assigned by the SLCCSA President.
- Serves as a non-voting chair on the Election Committee (unless they are running).

### **VICE PRESIDENT FOR EQUITY & DIVERSITY**

The Vice President for Equity and Diversity (VPED) is a member of the Executive Council. With oversight of the Equity & Diversity Board, the VPED represents the student voice by garnering input and implementing initiatives that improve co-curricular experiences for students from historically marginalized and underrepresented populations. VPED partners with various SLCC departments and groups regarding matters and issues surrounding diversity including respecting differences in gender, race, ethnicity, ability, status as a veteran, age, sexual orientation or any other difference, visible or otherwise.

#### **Duties of the Vice President for Equity & Diversity:**

- Calls and conducts weekly meetings of the Equity & Diversity Board.
- Meet with the SLCCSA President to align and support programs and initiatives.
- Serves as a non-voting member on the Multicultural Student Council, serving as the official liaison between the Multicultural Student Council and SLCCSA Executive Council.
- Manages and coordinates Equity & Diversity board members.
- Facilitates training for board members including: listening to and talking with SLCC students,

researching solutions to co-curricular student issues, addressing student concerns, understanding the college’s organizational structures, representing the organization on committees, communicating effectively with SLCC officials, problem solving, developing initiatives, legislation, and understanding the constitution and bylaws.

- Facilitates the training of board members about equity and diversity. Such training must be done by qualified individuals. The VP of Equity and Diversity plans these training sessions, but does not teach.
- Creates standing and/or ad hoc committees for the Equity & Diversity Board.
- Accepts responsibility for any additional duties that may be assigned by the SLCCSA President.
- Completes other duties as assigned

## COMPENSATION & ELIGIBILITY REQUIREMENTS

Student leaders in Thayne Center for Student Life, Leadership & Community Engagement (Thayne Center) may be eligible for compensation: either tuition waiver (93% of roles) or hourly pay (7% of roles). As a capstone leadership experience at the college, SLCCSA Executive Council members are compensated with both tuition waiver and hourly pay during the academic year. The following addresses eligibility

### Part-Time Hourly Wage

SLCCSA Executive Council members are part-time employees of SLCC. In order to receive hourly compensation, student leaders must qualify to work in the State of Utah. *Students who are ineligible for employment in the State of Utah should consult with Thayne Center advisors about alternatives.*

### In-state Tuition Waiver

The primary compensation method for student leader roles are in-state tuition waivers in the form of the Presidential Leadership Tuition Waiver. Executive Council members receive a tuition waiver during the Fall and Spring semesters, but in the Summer. *In many instances, other tuition waivers and scholarships are incompatible with this tuition waiver – students are encouraged to contact Financial Aid. Beginning in Spring 2023, the Presidential Leadership Tuition Waiver may be distributed to resident and non-resident students. Regardless of status, the value of the tuition waive is equal to the cost of in-state tuition.*

### Maintain “Good Academic Standing”

Due to the rigor of student leader roles, prior academic performance is reviewed before candidates are officially approved. SLCCSA Executive Council members must have completed at least 9 credits at SLCC with a minimum semester and cumulative GPA of 2.5. Dropping below this definition of “Good Academic Standing” may make a student leader ineligible for tuition waiver compensation and lead to dismissal from their role. The Director of the Thayne Center reviews academic performance appeals on a case-by-case basis. Thayne Center partners with the Disability Resource Center with any student regarding GPA and other eligibilities requirement for student leader positions.

SLCCSA Position	Credits	GPA	Weekly Time Commitment	Compensation	Length of Service
<b>Executive Council</b>	≥ 9 credits Fall & Spring	2.5	Summer 10 hrs.	\$15/hour wage	Apr. 21, 2023 – May 4, 2024
			Fall & Spring 20 - 25 hrs.	In-state tuition waiver <u>and</u> \$15/hour wage	
<b>Board Member</b>	≥ 9 credits in Fall & Spring	2.5	Fall & Spring 8 hrs.	14 – 18 positions: In-state tuition waiver	Aug. 7, 2023 – May 4, 2024
			Fall & Spring 6 hrs.	5 positions: \$15/hour wage	

# CANDIDATE RESPONSIBILITIES

All candidates will be governed by these rules during the 2023 – 2024 Election of the Salt Lake Community College Student Association. Each individual running must read and understand the following rules and guidelines to be eligible to run for an Executive Council position.

## SECTION 1: CANDIDATE ACTION ITEMS

1. Review eligibility requirements outlined in the [Salt Lake Community College Student Association \(SLCCSA\) Constitution and Bylaws](#).
  - a.  $\geq 2.5$  Cumulative/semester GPA
  - b.  $\geq 9$  credit hours completed Fall Semester 2022 or previous
  - c.  $\geq 9$  credit hours registered Spring Semester 2023
2. Read and follow all the election rules outlined in this handbook. Violations of candidate responsibilities will result in sanctions and possible disqualification.
3. Submit an “Intent to Run” via Campus Groups. “Intent to Run” must be submitted by 5:00 pm on Friday, February 3, 2023. “Intent to Run” will not be accepted after the deadline.
  - a. Link: <https://cglink.me/2gn/s82379>
4. Attend all required meetings regarding election procedures and policies:
  - a. Monday, February 6, 7:30 am – Candidate Orientation
  - b. Tuesday, February 7 – Friday, February 10, By Appointment – Consultation with Thayne Center Advisor(s)
  - c. Monday, February 13, 7:30 am – Campaign marketing training
  - d. Thursday, February 23, 11:00 am – 12:30 pm – Student Forum with President Huftalin
  - e. Monday, February 27, 7:30 am – Voting week training & Instagram Live Statement filming
  - f. Monday, March 20, 5:00 pm – Submit Financial Log
  - g. Thursday, March 30, 4:00 pm – Election results consultation with Thayne Center advisor(s)
  - h. Friday, March 31, 12:00 pm – 1:00 pm – Election Results Instagram filming
5. Appropriately announce their candidacy:
  - a. Monday, January 9 – Monday, February 13 – “Intent to run”, word of mouth
  - b. Tuesday, February 14 – Sunday, February 26 – Announcing candidacy
  - c. Monday, February 27 – Wednesday, March 29 – Print & social media campaigns
  - d. Monday, March 20 – Wednesday, March 29 – Optional “Meet the Candidates” events
  - e. Thursday, March 30 – Remove all marketing
6. Write, memorize, and present a 1 – 3 minute campaign statement. Statements will be filmed by Thayne Center staff and published on Instagram.
7. Launch a multi-faceted campaign promoting their candidacy, goals, and qualifications.
8. Vote via Campus Groups between 8:00 am Monday, March 20 – 5:00 pm Wednesday, March 29.
  - a. Link: <https://cglink.me/2gn/s63695>
9. Submit & respond to Grievances
  - a. Link: <https://cglink.me/2gn/s83050>

## SECTION 2a: CAMPAIGN LOGISTICS

1. Candidates may run as individuals or in a team, although votes will be cast for individuals. No “party affiliations” will be listed on the election ballot.
2. Candidates are encouraged to talk with the outgoing EC about ongoing student issues, accomplishments, and ongoing initiatives. However, current Executive Council members are prohibited from endorsing or campaigning for candidates. SLCCSA entities are prohibited from endorsing candidates.
3. Candidates are responsible for the actions of their supporters while campaigning.
4. Candidates shall refrain from maliciously attacking or retaliating against other candidates. Candidates and supporters are expected to conduct themselves in an ethical and responsible manner throughout the

campaign process. This includes tampering with or removing posters, spreading slanderous rumors, or otherwise interfering with another’s campaign. Appropriate behavior includes following guidelines outlined in the Student Code of Rights and Responsibilities.

5. Candidates may seek endorsements from clubs, organizations, and individuals. Written consent signed by the club president and proof of two-thirds vote of support from club members must be obtained before any endorsements of the said club can be used on campaign material.
6. Candidates may reserve a table or space to campaign through [SLCC FixIt](#), to use for active campaigning. Space are reserved on a first-come-first-served basis with a limit of two reserved spaces each day of campaigning per candidate or team. If a table were approved, the candidate is allowed to decorate and display election publicity materials for the designated time. However, a table may not be left unattended at any time.
7. Prohibited campaigning locations:
  - a. At official voting tables during election week.
  - b. Within or in front of Thayne Center offices (listed on cover) and SLCCSA offices.
  - c. SLCC libraries and computer labs
8. Candidates are allowed to campaign at SLCCSA and Thayne Center programs; however, they are prohibited from participating or promoting the activity as their own.

### **SECTION 2b: STANDARDIZED CAMPAIGN PRINT MATERIALS**

1. To standardize a minimum resource for all candidates, Thayne Center designs one advertisement for each candidate, printed in two formats. Designs will include general promotional information for the SLCCSA election. Candidates are responsible for appropriately distributing these standardized materials.
2. Candidates receive a set of seventy posters (11” x 17”) to be hung at designated locations across SLCC’s campuses. Thayne Center provides candidates with a list of designated hanging locations.
3. Candidates select the second print format.
  - a. One vinyl banner (90” x 30”)
  - b. Five posters (23” x 36”) – one mounted on foam board
  - c. Ninety handout flyers (3.5” x 5”)

### **SECTION 2c: CANDIDATE PROVIDED PRINT MATERIALS**

1. Candidates are encouraged to also design their own print materials. Include the candidate name, position, voting dates, link to social media, and link to the election ballot.
2. Candidates are responsible for following SLCC policies: [Advertising and Posting | SLCC](#)
3. Prohibited posting locations:
  - a. Private vehicles
  - b. Inside buildings on SLCC campuses
  - c. Left on tables, counters, or other surfaces within the buildings, except with a reserved table.
  - d. Within or in front of Thayne Center offices (listed on cover) and SLCCSA offices.
  - e. Outside at West Valley Center, Herriman, Library Square, or Westpointe campuses.
4. Campaign materials and apparel such as: t-shirts, buttons, posters, pictures, etc. may not be displayed in any Thayne Center office.
5. Candidates must remove all their campaign materials from college.

### **SECTION 3: FINANCES**

1. With the goal to alleviate financial barriers to candidacy and develop “zero-cost” campaigns, each candidate is provided \$250.00 for the purpose of their campaign. All purchased or donated goods and services are to be counted in this total. Any candidate exceeding in used goods and services \$250.00 will be subject to sanctions and may be disqualified.
2. The financial value of the “standardized print” sponsored by the Thayne Center is approximately \$100 per candidate in materials alone. This not included in the \$250.

3. Any donation whether new or used will need a receipt and will be valued at a “Fair Market” price. Verification and final say of all items either bought or donated will be determined by the Election Committee. Candidates may request a Fair Market Value assessment for donated goods. Fair Market Value amounts will be shared with all candidates. Budgets will be closely monitored.
4. Candidates will use and submit a Financial Log to document all donations and funds spent.
5. No purchases or donations will be allowed after the first day of voting.

#### **SECTION 4: SUBMITTING GRIEVANCES**

1. Grievances are how individuals report suspected misconduct by candidates or their supporters. Questions, complaints, challenges, and grievances are considered with the utmost sincerity.
2. Grievances regarding candidate misconduct must be submitted via Campus Groups. Grievances should be reported within a timely manner of an incident occurrence, generally 24 hours. All Thayne Center offices will provide support in accessing and submitting the Grievance form.
3. Grievances may be submitted up to midnight on the final day of election.
4. The Election Committee reviews, substantiates, and assigns sanctions on a weekly basis through the conclusion of the election. Decisions will be emailed to the parties immediately.
5. Candidates will be given a short timeline to submit an appeal to Election Committee decisions. Appeals are reviewed by the Director for the Thayne Center.
6. Grievances occurring during election week will be reviewed on an expedited schedule, including a shortened period for appeals.
7. Candidates are expected to respond to Election Committee requests ethically and respectfully.

## **VOTING**

1. An electronic ballot is available to candidates via Campus Groups. Students will use their MySLCC log-in to sign in.
2. The Election Committee will sponsor nearby “Meet the Candidates” socials corresponding with official voting location at Taylorsville, South City, Jordan, West Valley Center, Miller, Westpointe, and Library Square campuses. All candidates are invited to attend to meet with students and discuss their candidacy.
3. Candidates who run unopposed must receive 51 percent of the votes cast in their favor. If the candidate does not meet this requirement, the position(s) will be appointed by any elected Executive Council members and confirmed by a Joint Session.
4. Sanctions and disqualifications will be determined prior to announcing results. Final election results will be made announced publicly and via social media.

## **ELECTION COMMITTEE**

An Election Committee ensures the successful and ethical implementation of the SLCCSA election. The Election Committee is comprised at a minimum of one current Executive Council member, four current SLCCSA board members, and one student at large. Quorum for the committee voting decisions is three. Committee members should not be running for an elected position. An advisor from Thayne Center will attend all Election Committee meetings, voting only in instance of a tie.

#### **Responsibilities of the Election Committee:**

- Attend weekly meetings from January 9 – April 7
- Increase awareness about the SLCCSA election.
- Plan and implement official voting locations and corresponding “Meet the Candidate events”
- Interpret the Election Handbook to review and substantiate grievances, assigning sanctions as appropriate.
- Provide written documentation to candidates regarding grievance decisions.

# APPENDIX 1: SANCTIONS & DISQUALIFICATION GUIDELINES

To maintain fairness for the election process among all candidates, grievances held against a candidate will be assigned a tiered value. Substantiated grievances impact the final vote percentage earned by a candidate. As the infractions increase, so does the severity of the consequence. Grievances are specifically related to whom committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). Violations are cumulative and evaluated individually such that a candidate may receive multiple sanctions in each tier.

These sanctions apply to candidates and their supporters. Examples provided are not exhaustive lists of potential violations. The Election Committee will determine tiers and distribute sanctions, also determining parameters for candidate disqualification. The Director for Thayne Center reserves the right to disqualify candidates for egregious violations especially in violations of the Student Code of Conduct.

## **Tier 1: Minor Offenses - .5% vote reduction**

Examples of minor infractions result in minimal to no impact to other candidates, but disrupt the fairness or efficiency of the election:

- tardiness with “candidate action items” (Section 1)
- minimal pre-campaigning (Section 1 Point 5)
- placing campaign poster in prohibited locations (Section 2C Point 3)
- supporter violations when acting independently from candidate directives (Section 2A Point 3)
- Failure to remove campaign items from the college (Section 2C Point 5)

## **Tier 2: Moderate Offenses – 1.0% vote reduction**

Examples of moderate infractions impact either voters or opposing candidates:

- aggressive campaigning tactics (Section 2A Point 4)
- supporter violations acting under direction of the candidate (Section 2A Point 3)
- campaigning in prohibited locations (Section 2A Point 7, Section 2C Point 4)
- minimal excess spending of \$250 budget (Section 3 Point 1)
- failure to report items on financial log (Section 3, Point 4)
- additional expenses made after the first day of voting (Section 3, Point 5)
- treating Election Committee members disrespectfully or unethically (Section 4 Point 7)

## **Tier 3: Serious offenses – 2.0% reduction**

Tier 3 offenses can also result in disqualification. Examples of serious offenses indicate negligence or malicious intent by the candidate:

- failure to complete “candidate action items” (Section 1)
- SLCCSA entity endorsements (Section 2A Point 2)
- misrepresenting club endorsements (Section 2A Point 5)
- egregious excess spending of \$250 budget (Section 3 Point 1)



## APPENDIX 2: POSTING GUIDELINES

Guidelines are subject to change before the final date of the “Campaign marketing training.” The following guidance is developed in collaboration with facilities staff and campus and site services teams. It is also recommended to refer to the College’s [Advertising and Posting | SLCC](#) Policy.

### Inside Buildings on ALL Campuses

- Candidates are not allowed to post any sort of publicity materials inside college buildings.
- Standardized Print Materials provided by Thayne Center may be placed at designated locations.
- No helium balloons indoors
- Easels may be placed in the Student Center the day of an event with a room reservation

### Outside

- Garbage cans can be used for posting with blue tape
- Signage may be attached to lamp posts using blue tape. DO NOT cover existing banners
- Sidewalk chalk is okay to use, but only on sidewalks
- Wooden stakes okay- NO rebar or metal t-posts. Must be 2-3 feet from sidewalks
- NO laminated posters on the ground
- NO flyers, handouts, posters, etc. on cars
- Trees
  - NO stapling to trees
  - Be cautious with weight
  - Fishing line and string/ twine are okay, just make sure you remove it completely or it will damage the tree
- Grass strips between the double sidewalks have plastic in them and will not hold a stake. DO NOT try to put in any stakes or poles, wires will work
- If there is not 2 feet of space available, DO NOT attempt to place a stake there
- Signs may be attached to fencing
- DO NOT attach anything to existing signage
- DO NOT attach anything to artwork/sculptures/fountains.
- DO NOT attach anything to the marquee on any campus

Due to their locations, no posting of materials or chalking exterior to the West Valley Center, Herriman, Library Square, or Westpointe campuses.

Be aware that if a storm or heavy winds occur your signs may be blown over or away. Please check on your signs at least twice a day to make sure they are still set up securely. Banners or signage larger than 10'x10' will not be allowed on any fences.



## APPENDIX 3: FAIR MARKET VALUE

Rather than purchasing items for use in their campaign, candidates may utilize items they already own or donated goods. The Election Committee determines a Fair Market Value for donated and items used by a candidate during their campaign. The Election Committee has predetermined Fair Market costs for several items. If a candidate has any additional items that they would like the Election Committee to assign a Fair Market Value, they should email the Election Committee, with the item description and estimated value.

<b>Item</b>	<b>Amount</b>	<b>Price</b>
T-shirt	1 t-shirt	\$7.00
T-shirt heat transfer	1 heat transfer tool	\$1.00
Printed t-shirts	10 shirts, \$12.00 each	\$120.00
Markers, Crayons, Paint	One-time cost for any/all used materials.	\$10.00
24 x 36 foam board	1 foam board	\$5.00
Bag of candy	90 pcs, approx.. 50 ounces	\$18.00