STUDENT ASSOCIATION
ELECTIONS HANDBOOK
2016-2017

JORDAN CAMPUS - Student Pavilion 101 | (801) 957-2835
SOUTH CITY CAMPUS – 2-070 | (801) 957-3452
TAYLORSVILLE CAMPUS - STC 124 | (801) 957-4015
All candidates, candidate running team, election logistics committee, elections grievance committee, and Student Senate members will be accountable for the content of this handbook. Additional policies and materials may be enacted throughout the elections process, and all candidates will be expected to comply with those or any other directions received from the elections logistics committee and/or elections grievance committee.

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Dear Potential Candidate,

Student Association Executive Council members at Salt Lake Community College have the unique opportunity to effect change at the highest levels of the institution. This year’s theme for elections, “Amplify Your Voice” reflects that opportunity. Elections are a time for candidates to present their visions and for students to voice their opinions. It is a hectic, yet rewarding time for all involved. The Elections Logistics Committee and Elections Grievance Committee wishes you all the success possible as you head into this process, and we are here to help you on your way.

This is the official candidate handbook for those desiring to run for the Student Association President or Executive Vice President. Please read over the documents contained in this handbook thoroughly, as it is essential to your success that you are familiar with the policies and procedures associated with Student Elections.

To assist in your success be sure to complete your application for candidacy online using SLCCSA’s forms on OrgSync (https://orgsync.com/35504/forms/122824). The application is available from November 16, 2015 through Monday, January 21, 2016 at 11:30 PM. It is imperative that you submit your application before the deadline. Late applications will not be accepted under any circumstances. We highly recommend that you submit your application early to avoid last-minute emergencies interfering with your filing before the deadline.

We want this election to be fun, informative and a good experience for all involved. If you have any questions or concerns, please feel free to stop by any of the Student Life & Leadership Offices, call us, or email us at:

Alex Sletten- 801-957-3815- Alexander.Sletten@slcc.edu,
Doctor Abio Ayeliya - 801-957 3870/3440, Doctor.Ayeliya@slcc.edu
Peggy Hoffman – 801-957-4577, Peggy.Hoffman@slcc.edu

Sincerely,

The SLCCSA Elections Logistics Committee and Elections Grievance Committee
Elections Timeline

Monday, November 23, 2015
Elections Handbook Available | 10:00AM | Policy for All (OrgSync)

Thursday, December 10, 2015
Early Filing Deadline | 11:30PM | - eligible candidates can access graphic designers starting January 13, 2016 | Suggested (OrgSync)

Thursday, January 21, 2016
Filing Deadline | 11:30PM | Required (OrgSync)

Monday, January 25, 2016
Mandatory Candidate Orientation Meeting | 4:30PM | Required (STC 219, Taylorsville Campus)
After Orientation Meeting Verbal Confirmation of Candidacy | Policy for All

Tuesday, January 26, 2016
Verbal Campaigning Allowed | Policy for All

Tuesday-Friday, January 26-29, 2016
Campaign Coaching | Required (by appointment)
Marketing Meeting | Required (by appointment)

Wednesday, February 3, 2016
Candidacy Announcement at Inter-Clubs Assembly (ICA) | 12:00PM | Suggested
Platform Statement Filming & Candidate Photos Due | By appointment | Required (STC 124, Taylorsville)
First Draft of Campaign Materials Due | 4:00PM | Required (Electronically via email)
Campaign Initiatives and Education Forms Due | 4:00PM | Required (OrgSync)

Monday, February 8, 2016
Dialogue Week Business Meeting | 7:30AM | Required (STC 225, Taylorsville)
Candidate Support Form Due | Required (Turn in at Business Meeting)
Grievance Hearing | 3:00PM | Required Attendance by Notification (STC 217, Taylorsville)

Wednesday, February 10, 2016
Final Campaign Materials Due | 12:00PM | Required (Electronically via email)
Grievance Hearing | 5:00PM | Required Attendance by Notification (STC 217, Taylorsville)

Thursday, February 11, 2016
Candidate Support Training | 3:00PM & 7:00PM | Required for All Supporters (STC 124, Taylorsville)

Friday, February 12, 2016
Grievance Hearing | 2:00PM | Required Attendance by Notification (STC 217, Taylorsville)

Saturday, February 13, 2016
Campaigning Begins: Social Media & Posting Day | 6:00AM | Required

Tuesday, February 16, 2016
Campaign Week Business Meeting | 7:30AM | Required (STC 225, Taylorsville)
South City Campus Forum | 11:30AM-1:00PM | Required Suggested (West Lobby, South City)
Grievance Hearing | 5:00PM | Required Attendance by Notification (STC 217, Taylorsville)

Wednesday, February 17, 2016
Morning Business Meeting | 7:30AM | Required (STC 225, Taylorsville)
Jordan Campus Forum | 8:30-10:00AM | Suggested (HTC Lobby, Jordan)
Grievance Hearing | 5:00PM | Required Attendance by Notification (STC 217, Taylorsville)

Thursday, February 18, 2016

Amplify Your Voice: Student Association Elections Handbook 2016-17 | 4
Taylorsville Redwood Campus Forum | 11:30AM-1:00PM | (Copper Room, Taylorsville)  
Friday, February 19, 2016  
Appointed Vice President Applications Due | 11:30PM | (OrgSync)  
Monday, February 22, 2016  
Elections Week Morning Business Meeting | 7:30AM | Required (STC 225, Taylorsville)  
Candidate Presentations | 12:00PM | Required (Copper Room, Taylorsville)  
Grievance Hearing | 5:00PM | Required Attendance by Notification (STC 217, Taylorsville)  
Tuesday, February 23, 2016  
Polls Open | 8:00AM | (http://vote.slcc.edu)  
Grievance Hearing | 12:00PM & 5:00PM | Attendance by Notification (STC 217, Taylorsville Campus)  
Wednesday, February 24, 2016  
Morning Business Meeting | 7:30AM | Required (STC 225, Taylorsville)  
Financial Audit Form Due | Required at Business Meeting  
Grievance Hearing | 12:00PM & 5:00PM | Attendance by Notification (STC 217, Taylorsville Campus)  
Polls Close | 8:00PM |  
Thursday, February 25, 2016  
Pre-Announcement Meeting | 11:00AM | Required (SLL Conference Room, STC 124, Taylorsville)  
Elections Announcement | 9:00PM | Required (Multipurpose Room, South City Campus)  
Friday, February 26, 2016  
CAMPAIGN CLEAN UP | 12:00PM | Mandatory | All campuses
Salt Lake Community College

Vision
Salt Lake Community College will be the premier comprehensive community college in the nation.

Mission
Salt Lake Community College is a public, open-access, comprehensive community college committed to serving the broader community. Its mission is to provide quality higher education and lifelong learning to people of diverse cultures, abilities, and age; and to serve the needs of community and government agencies, business, industry and other employers.

The College fulfills its mission by:

- Offering associate degrees, certificate programs, career and technical education, developmental education, transfer education, and workforce training to prepare individuals for career opportunities and an enriched lifetime of learning and growing;
- Offering programs and student support services that provide students opportunities to acquire knowledge and critical thinking skills, develop self-confidence, experience personal growth, and value cultural enrichment;
- Maintaining an environment committed to teaching and learning, collegiality, and the respectful and vigorous dialogue that nourishes active participation and service in a healthy democracy.

**Please note that SLCC is in the process of updating its mission statement. As of to date, this document is guided by the current mission of the college. Should the college mission statement change this document will be guided by the new mission. Also, note that SLCCSA is in the process of amending its constitution. When these changes becomes effective, this documents will be guided by the new changes as well.**

SLCC Student Association

Executive Council Statement of Purpose
SLCCSA is an organization composed of student leaders who are driven to inspire, assist, guide, serve, represent, and include students of diverse cultures, abilities, and ages by:

- Addressing student issues & needs
- Providing access to opportunities
- Being believable and trustworthy
- Building communication bridges
- Collaborating with faculty and staff
- Working with the community

SLCCSA Elections Committee

Objectives

- Uphold the integrity of the Student Association by following all policies and procedures
- Guide candidates through the elections process
- Provide the student body with knowledge of the candidates and the opportunity to vote
- Maintain healthy relationships with administration and offices on campus
Responsibilities of the Student Association Executive Council

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). The Student Association leadership is provided by the Executive Council, which consists of eight elected and appointed officers. Members of the Executive Council represent SLCC students, their issues and concerns to the administration, community leaders and state officials. Student Life & Leadership was organized to provide leadership for the student government, leadership opportunities for students, to teach leadership skills and principles to students serving in the organization, to provide programs for the student body that enhance their educational experience. Listed below are the main responsibilities and duties of the Executive Council and the individual positions.

Executive Council

The objectives of Salt Lake Community College Student Association is to express the opinions and provide for the general welfare of the student body, while representing the interests of the community and the college.

To provide communication and interaction between the SLCCSA leaders and administration while allowing participation at the academic and policy-making levels of the college.

To enhance the educational, cultural, and social experience of students, while advocating and promoting the academic curriculum of the multicultural community of SLCC.

Duties of the SLCCSA Executive Council Officers

- Serves as the Executive Branch of SLCCSA.
- Recommends legislation to the Student Senate.
- Establishes committees to assist in legislative and administrative functions of SLCCSA.
- Allocates Student Activities monies distributed from the Student Fee Board.
- Recommends issues to be researched concerning student welfare.
- Approves all new student organizations.
- Advises and assists the SLCCSA President in their College-wide and State-wide duties.
- Selects students to serve on college committees.
- Calls Joint Sessions as needed.
- Upholds the reputation of the Student Life and Leadership office.
- Attends Executive Council meetings weekly
- And other duties that are deemed necessary.


Student Association President

The President of SLCCSA serves as the chief 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, and shall serve as the Chief Executive Officer of SLCCSA; and therefore will be held as an example within the College community and outside the College.
**Duties of the SLCCSA President**

- Serves as chief executive officer of the Salt Lake Community College Student Association.
- Serves as a fee-paying member of the Utah Student Association (USA), as approved by the current Executive Council.
- Seeks consensus in all major decisions made by the Executive Council, respecting the fact that each member of the Executive Council is an elected representative.
- Strives to support each Vice President and their programs.
- The President meets weekly with the President’s Board.
- Serves as the ex-officio member of all SLL committees and represents Salt Lake Community College on several boards on and off campus.
- Participates as a voting member of the Board of Trustees, Athletic Advisory Council, Student Center Advisory Board, Student Fee Committee, Fine Arts and Lecture Fee Committee, Technology Fee Committee, and Commencement Committee.
- Serves as a voting member of the Utah Council of Student Body Presidents and the Utah Student Association.
- Provides general management and coordination to student leaders, student boards and volunteers. Effectively implement the policies and procedures of Salt Lake Community College.
- Teaches, guides and models exemplary behavior for other student leaders.
- Vetoes any legislation received from the Executive Vice President within seven days. Any legislation that remains unsigned after 15 days will become effective.
- Calls and presides at meetings of the Executive Council.
- Calls and conducts meetings with the SLCCSA President’s Board.
- Serves as a member of committees as requested by the President of the College or designee.
- Authorizes Policies & Procedures for President’s Board as long as it upholds the Constitution and Bylaws, and SLL Policies and Procedures.
- Writes and submits a monthly Board of Trustees Report.

**Executive Vice President**

The Executive Vice President as a member of the Executive Council is a voice and channel of the student body enabling them to have best quality experience in higher education by addressing and solving student issues and concerns. The Executive Vice President shall serve as the official liaison between the Student Senate, the Executive Council.

**Duties of the SLCCSA Executive Vice President**

- Calls and conducts meetings with the Student Senate.
- Creates Senate standing and/or ad hoc committees with support of the Senate and as deemed necessary.
- Provides general management and coordination to student leaders, student boards and volunteers. Effectively implement the policies and procedures of Salt Lake Community College.
- Teaches, guides and models exemplary behavior for other student leaders.
- Encourage student leaders to take responsibility for their ideas and actions by sharing comprehensive leadership principles and techniques.
- Serves as the SLCCSA President upon the President's absence.
- Accepts responsibility for any additional duties that may be assigned by the SLCCSA President.
- Appoints Senators to committees as deemed necessary.
Facilitates the training of senators to handle their positions including: listening to and talking with SLCC students, researching solutions to student problems and concerns, addressing student issues, understanding parliamentary procedures, proper committee work, addressing College officials, problem solving, writing resolutions and understanding the constitution and bylaws.

Serves as a non-voting chair on the Elections Committee (unless they are running).
Serves as the official liaison between the Executive Council and the Student Senate.
Serves as a non-voting member of the Faculty Senate.
Meets weekly with Committee and Regional Chairs.

**APPOINTED POSITIONS – Applications Available January 14 – February 19**

Included for your information, chosen independently from the elections process. Note that applications for these positions are due prior to the completion of the elections process.

**Central Region Vice President**
The Central Region Vice Presidents assumes responsibility for representing and serving the students in their region. They will also for plan and present educational, cultural and social programs to students at the Meadowbrook, Taylorsville Redwood, and West Valley Center.

**Duties of the Central Region Vice President**
- Takes responsibility for and serves the students of Taylorsville, West Valley, and Meadowbrook campuses (until a College change deems a new alignment).
- Produce a minimum of one day and one evening program for Taylorsville Redwood Campus monthly, plus one program monthly at each West Valley Center campus and monthly family programs during fall and spring semesters, plus plans one program at each campus per summer semester. It is encouraged that the majority of these programs are collaborations with different organizations.
- Conducts weekly meetings with board members and advisor to discuss student welfare and overall programs.
- Participates on other committees as assigned.
- Takes the majority of their classes at Central Region.

**Clubs & Organizations Vice President**
The Clubs & Organizations Vice President serves as the liaison between the Student Association Executive Council and SLCC student clubs and organizations. They are responsible for assisting clubs and organizations in successfully organizing, promoting and marketing themselves to the student body.

**Duties of the Clubs & Organizations Vice President**
- Serves as chair of the Salt Lake Community College Inter-Club Assembly (SLCCICA).
- Recognizes, reviews and presents new student organizations to the ICA and the Executive Council.
- Recognizes, reviews and presents one time funding requests to the ICA.
- Authorizes changes to the Clubs & Organizations Policies and Procedures Manual, as long as it upholds the Constitution and Bylaws, as well as the SLL Policies and Procedures.
- Conducts weekly meetings with board members and advisor.
- Plans at least one ICA meeting during summer semester, and monthly meetings during fall and spring semesters.
- Represents and serves on groups and committees at the College.
Fine Arts & Lectures Vice President

The Fine Arts & Lectures Vice President is responsible for planning and programming arts, cultural events, and lectures that enhance students’ educational experience.

Duties of the Fine Arts & Lectures Vice President

- Supports and strengthen the overall mission of Student Life & Leadership. These college-wide events are planned with the student audience in mind and presented in venues that work for the type of event.
- Provides quality speakers and cultural fine arts to enhance the educational experiences of the SLCC students.
- Strives to bring in well-known and/or culturally diverse speakers and performing arts for the benefit and enjoyment of the students.
- Programs performing arts, lectures and current events for all SLCC audiences
- Conducts weekly meetings with board members and advisors.
- Supports other student organizations in planning and presenting performing arts and lectures.
- Plans at least one event for the Summer Semester

North Region Vice President

The North Region Vice President assumes responsibility for representing and serving the students in their region. They will also for plan and present educational, cultural and social programs to students at the Airport Center, Library Square, South City, and Westpointe Center.

Duties of the North Region Vice President

- Takes responsibility for and serves students at Library Square, Airport, Westpointe Center, and South City Campuses (until a College change deems a new alignment).
- Works closely with Site Facilitator, directors, and deans to meet student needs within their region.
- Attends the scheduling committee and student services staff meetings for the South City Campus.
- Produce a minimum of one day and one evening program for South City campus monthly, plus one program monthly at each regional campus and monthly family programs during fall and spring semesters, plus plans one program at each campus per summer semester. It is encouraged that the majority of these programs are collaborations with different organizations.
- Conducts weekly meetings with board members and advisor to discuss student welfare and overall programs.
- Takes majority of their classes within the North Region.

Publicity and Advertising Vice President

The Publicity and Advertising Vice President is responsible for all promotions and advertisement of all Salt Lake Community College Student Association programs, including but not limited to print and electronic advertisement.

Duties of the Publicity and Advertising Vice President

- Markets SLCCSA and Student Life & Leadership works and accomplishments to all members of the SLCC community.
- Oversees the establishment and maintenance of the SLCCSA and SLL master calendar of events.
- Manages the Student Life & Leadership webpage, OrgSync, and social media.
- Promotes student/public attendance to all SLCCSA and Student Life & Leadership programs.
- Ensures professional of print, video, and any other SLCCSA and Student Life & Leadership advertising.
Chairs Plasma Screen Content Committee.
Conducts weekly meetings with board members and advisor.

**South Region Vice President**
The South Region Vice President assumes responsibility for representing and serving the students in their region. They will also plan and present educational, cultural and social programs to students at the Jordan and Miller Campuses.

**Duties of the South Region Vice President**
- Takes responsibility for and serves students at Miller and Jordan Campuses (*until a College change deems a new alignment*).
- Works closely with Site Facilitator, directors, and deans to meet student needs within their region.
- Attend scheduling committee and student services staff meetings for Jordan and Miller Campuses.
- Produce a minimum of one day and one evening program for Jordan Campus monthly, plus one program monthly at each Miller Campus and monthly family programs during fall and spring semesters, plus plans one program at each campus per summer semester. It is encouraged that the majority of these programs are collaborations with different organizations.
- Conducts weekly meetings with board members and advisor to discuss student welfare and overall programs.
- Takes majority of their classes within the South Region.
# POSITION ELIGIBILITY, REQUIREMENTS & COMPENSATION

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<th>Position</th>
<th>Eligibility</th>
<th>GPA</th>
<th>Method of Selection</th>
<th>Requirements to Maintain Office</th>
<th>Time Commitment</th>
<th>Compensation</th>
<th>Length of Service</th>
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<tr>
<td>Student Association President</td>
<td>9+ credits Fall or previously, 9+ credits Spring</td>
<td>2.5</td>
<td>Election</td>
<td>12 credits Fall &amp; Spring</td>
<td>2.5* Summer: 12-14 hours/week</td>
<td>$1,500 stipend</td>
<td>February 26, 2016 – Commencement 2017</td>
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<td>Fall/Spring: 29 hours/week</td>
<td>$1,300 per month</td>
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<td>Executive Vice President</td>
<td>9+ credits Fall or previously, 9+ credits Spring</td>
<td>2.5</td>
<td>Election</td>
<td>12 credits Fall &amp; Spring</td>
<td>2.5* Summer: 10 hours/week</td>
<td>$1,500 stipend</td>
<td>February 26, 2016 – Commencement 2017</td>
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<td></td>
<td>Fall/Spring: 25 hours/week</td>
<td>$1,100 per month</td>
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<td>Appointed Vice Presidents</td>
<td>9+ credits Fall or previously, 9+ credits Spring</td>
<td>2.5</td>
<td>Interview</td>
<td>12 credits Fall &amp; Spring</td>
<td>2.5* Summer: 10 hours/week</td>
<td>$1,500 stipend</td>
<td>March 11, 2016 – Commencement 2017</td>
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<td></td>
<td>Fall/Spring: 25 hours/week</td>
<td>$1,100 per month</td>
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<td>Chairs</td>
<td>9+ credits Fall /9+ credits Spring</td>
<td>2.5</td>
<td>Interviews</td>
<td>12 credits Fall &amp; Spring</td>
<td>2.5* Summer: 5 hours/week</td>
<td>Up to $500 per semester</td>
<td>Appointment – Commencement 2017</td>
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<td>Fall/Spring: 10 hours/week</td>
<td>Up to a full-time resident tuition waiver</td>
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<td>Board Members</td>
<td>9+ credits Fall /9+ credits Spring</td>
<td>2.5</td>
<td>Interview</td>
<td>9 credits Fall &amp; Spring</td>
<td>2.5* Summer: 3 hours/week</td>
<td>Up to $335 stipend</td>
<td>Appointment – Commencement 2017</td>
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<td>Fall/Spring: 5 hours/week</td>
<td>Up to $665 per semester</td>
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<td>Presidential Scholarship Recipients</td>
<td>Incoming Freshmen</td>
<td>3.0</td>
<td>Interview</td>
<td>12 credits Fall &amp; Spring</td>
<td>3.0 Summer: 5 hours/week</td>
<td>Summer stipend</td>
<td>June 2016 – TBD (two years)</td>
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<td>Fall/Spring: 10 hours/week</td>
<td>Tuition and fee waiver, $200 annual book allowance</td>
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*In order to receive a full resident waiver for tuition and/or fees, student leaders must have a 3.0 term and cumulative GPA. If a student’s GPA falls between 2.5 and 2.99, the student may receive a waiver up to 75% for tuition and/or fees. Students must meet qualifications for tuition waivers as set forth by Financial Aid.

**Student Life and Leadership will work through the Disability Resource Center with any student regarding GPA and other eligibilities requirement for the positions.
ELECTIONS TIMELINE
DETAILED EXPLANATION FOR 2016

ELECTIONS HANDBOOK AVAILABLE
Monday, November 23, 2015 | 10:00AM (OrgSync Online)
Students interested in running for the Student Association President or Executive Vice President can pick up campaign information in the office or print them from the internet from this time until the January filing deadline.

EARLY FILING DEADLINE | Policy for All
Thursday, December 10, 2015 | 11:30PM (OrgSync)
Candidates who submit by this deadline will have access to Publicity & Advertising graphic designers to begin preparing their campaign materials starting January 13, 2016.

FILING DEADLINE | Required
Thursday, January 21, 2016 | 11:30PM (OrgSync)
Applications will not be accepted after this point in time. NO EXCEPTIONS. File early to avoid last-minute emergencies interfering with the deadline.

MANDATORY CANDIDATE ORIENTATION MEETING | Required
Monday, January 25, 2016 | 4:30PM (STC 219, Taylorsville Campus)
All candidates for President and Executive Vice President must attend this meeting and submit their $100 deposit. During this meeting rules and procedures will be explained to candidates so they have a thorough knowledge of the rules throughout the campaign season. Candidates will set times for their campaign coaching sessions, etc.
Attendance at this meeting is mandatory. (Extreme cases must be discussed with the Elections Logistics Chair at least 48 hours before the time of the meeting).

VERBAL CAMPAIGNING ALLOWED | Policy for All
Tuesday, January 26, 2016 | After Candidate Orientation
From this point forward, candidates are allowed to campaign through word of mouth only. Candidates can engage openly in dialogue with students and faculty and meet with clubs and student organizations to seek endorsements. However, the following restrictions MUST be observed:
- You may only announce your candidacy on social media or via word of mouth, candidates cannot state their platform or solicit votes
- No printed materials may be handed out or posted
Please adhere to this rule very strictly. Grievances may be filed against offenders. Candidates may also use this time to recruit other students to be part of their campaign team.

CAMPAIGN COACHING AND MARKETING MEETINGS | Required
Tuesday-Friday, January 26-29, 2016 | by appointment (TBD)
The Campaign Coaching Meetings have been created as a way for candidates to confidentially review their potential campaign platforms and initiatives with a member(s) of the Student Life and Leadership staff. These meetings are mandatory, and will last between 30-60 minutes. All candidate initiatives should be feasible, probable, and aligned with SLCCSA’s vision and the college’s overall objectives. The staff member(s) will provide any past context that would be of import to initiatives and answer any questions candidates may have. Candidates will have opportunity to meet a graphic designer from the SLCCSA Publicity and Advertising board at this time to design campaign materials. Candidates have two options to choose from for their campaign marketing:
Option 1: Candidates can design their own poster or campaign materials. These materials must be approved by SLCCSA Publicity & Advertising Board.
Option 2: Candidates can choose from templates of different campaign designs by SLCCSA Publicity & Advertising Board.

CANDIDACY ANNOUNCEMENT AT INTER-CLUB ASSEMBLY (ICA) | Suggested
Wednesday, February 3, 2016 | 12:00PM (Student Event Center, Student Center, Taylorsville Campus)
Candidates are invited to this meeting of Club Presidents and club representatives. Candidates can announce their candidacy to the clubs and may obtain information about club meetings to ask for their support on elections.
CAMPAIGN INITIATIVES DUE | Required
Wednesday, February 3, 2016 | 4:00PM (STC 124, Taylorsville)
Initiative Review forms are due to the Elections Logistics Chair. See the section on initiatives for more information.

PLATFORM STATEMENT FILMING AND CANDIDATE PHOTOS | Required
Wednesday, February 3, 2016 | by appointment (STC 124, Taylorsville)
Candidates will film their platform statements and take official photos at this time. Candidates should be prepared to film a brief 15-20 second segment stating their name and position they’re running for, as well as highlight why they’re running and/or what they want to do in that position.

GRIEVANCE HEARING | Attendance by Notification
Friday, February 5, 2016 | 2:00PM (Board Room STC 217, Taylorsville Campus)
Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Grievance Committee at this time. Candidates who have a grievance filed against them will be notified by the Elections Logistics Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved, and posted publicly in the SLL Office and OrgSync within 12 hours.

CAMPAIGN MATERIALS DRAFTS DUE | Required
Friday, February 5, 2016 | 12:00PM (STC 124, Taylorsville or Online)
Candidates must submit their campaign materials drafts to the Publicity and Advertising Office by noon through email or in person. These materials will be sent to the person that the candidate is assigned to during the initial meeting with Publicity & Advertising Board.

CAMPAIGN EDUCATION FORMS AND INITIATIVES DUE | Required
Friday, February 5, 2016 | 4:00PM (STC 217, Taylorsville)
Candidates must submit their Education and Initiative Form Due to the Student Life & Leadership Office by 4:00PM. Detail instructions on who to send the form to indicated on the form.

DIALOGUE WEEK BUSINESS MEETING | Required
Monday, February 8, 2016 | 7:30AM (President’s Room STC 225, Taylorsville Campus)
Candidates must complete and submit their Candidate Support Form during business meeting. Candidates must attend (extreme cases will be handled individually). The Elections Logistics Chair will give candidates announcements and updates, and answer any questions candidates have in anticipation of the many events hosted by the Elections Committee this week.

GRIEVANCE HEARING | Attendance by Notification
Monday, February 8, 2016 | 2:00PM (STC 217, Taylorsville)
Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Grievance Committee at this time. Candidates who have a grievance filed against them will be notified by the Elections Logistics Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved, and posted publicly in the SLL Office and OrgSync within 12 hours.

FINAL CAMPAIGN MATERIALS DUE | Required
Wednesday, February 10, 2016 | NOON (Student Life & Leadership Offices, Online)
Graphic designers will have all proofs finalized and available to go to print at this time. Candidates should cooperate with the graphic designers to ensure this deadline is met. The Elections Logistics Committee highly recommends that final approval is gained before this deadline to ensure campaign materials can be printed without any problems. Candidates are responsible for taking all their materials to printing services to be printed.
Proofs of any viewable campaign materials (sample posters and flyers, screen shots of websites, shirt designs, etc.) must be submitted to the Elections Logistics Committee Chair for approval before posting and distribution. The Elections Logistics Committee Chair will only check to make sure campaign materials are in line with guidelines set forth. The Elections Logistics Committee Chair will let candidates know whether or not any corrections need to be made by noon Thursday, February 11. Candidates are encouraged to have their campaign materials approved at any point before this deadline. *In addition, if candidates create any viewable campaign materials after this point, they must be sent to the Elections Logistics Chair for approval before mass distribution (they will be approved/denied within 24 business hours).
CANDIDATE SUPPORTERS TRAINING | Required for All Supporters
Thursday, February 11 at 3:00PM & 7:00PM and Friday, February 12 at 7:00AM & 3:00PM | (STC 124, Taylorsville Campus)
All candidate supporters are required to attend one of the meetings on behavioral training. In the meeting they will be asked to sign a behavioral agreement to be able to campaign for their candidates. The candidate needs to notify the Elections Logistics Chair on Monday, February 8 at the Business Meeting if a supporter can’t make a meeting.

GRIEVANCE HEARING | Attendance by Notification
Friday, February 12, 2016 | 5:00PM (STC 217, Taylorsville Campus)
See earlier description.

CAMPAIGNING BEGINS: SOCIAL MEDIA & POSTING DAY | Policy for All
Saturday, February 13, 2016 | 6:00AM (Everywhere)
Candidates may now present their campaign posters, banners, etc., on campus and publicly launch their social media campaign pages. (Read campaigning rules below)

TAYLORSVILLE CAMPUS FORUM | Suggested
Thursday, February 18, 2016 | 11:30AM-1:00PM | (Copper Room, Student Center, Taylorsville Campus)
Candidates will be provided with an opportunity to engage in conversations with students at this reception hosted by SLCCSA and the Elections Logistics Committee. Candidates should be prepared to present their platforms and speak to any number of SLCCSA and college related topics

CAMPAIGN WEEK BUSINESS MEETING | Required (Unless Canceled)
Tuesday, February 16, 2016 | 7:30AM (STC 225, Taylorsville Campus)
Candidates must attend (extreme cases will be handled individually). The Elections Logistics Chair will give candidates announcements and updates, and answer any questions from candidates.

GRIEVANCE HEARING | Attendance by Notification
Tuesday, February 16, 2016 | 5:00PM (STC 217, Taylorsville Campus)
Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Grievance Committee at this time. Candidates who have a grievance filed against them will be notified by the Elections Logistics Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved, and posted publicly in the SLL Office and OrgSync within 12 hours.

SOUTH CITY CAMPUS FORUM | Suggested
Tuesday, February 16, 2016 | 11:30AM – 1:00PM (West Lobby, South City Campus)
Candidates will be provided with an opportunity to engage in conversations with students at this forum hosted by SLCCSA and the Elections Logistics Committee. Candidates should be prepared to present their platforms and speak to any number of SLCCSA and college related topics.

CAMPAIGN WEEK BUSINESS MEETING | Required (Unless Canceled)
Wednesday, February 17, 2016 | 7:30AM (STC 225, Taylorsville Campus)
To foster accountability and civility for and between all candidates, there will be a morning business meeting each day of voting. Candidates must attend (extreme cases will be handled individually). The Elections Logistics Chair will make announcements, give updates, and answer any questions candidates have.

JORDAN CAMPUS FORUM | Suggested
Wednesday, February 17, 2016 | 8:30-10:00AM (HTC Lobby, Jordan Campus)
Candidates will be provided with an opportunity to engage in conversations with students at this forum hosted by SLCCSA and the Elections Logistics Committee. Candidates should be prepared to present their platforms and speak to any number of SLCCSA and college related topics.

Thursday, February 18, 2016
Taylorsville Redwood Campus Forum | 11:30AM-1:00PM | Suggested (Copper Room, Taylorsville)
Candidates will be provided with an opportunity to engage in conversations with students at this forum hosted by SLCCSA and the Elections Logistics Committee. Candidates should be prepared to present their platforms and speak to any number of SLCCSA and college related topics.
GRIEVANCE HEARING | Attendance by Notification  
Wednesday, February 17, 2016 | 5:00PM (STC 217, Taylorsville Campus)  
See earlier description.

APPOINTED VICE PRESIDENT POSITIONS APPLICATIONS DUE  
Friday, February 19, 2016 | 11:30PM (OrgSync)  
Applications for the selected Vice President Positions are due through OrgSync by 11:30PM. For candidates who run for elected position and do not win, their application will be forward to the Selections Committee. Candidates will be contacted for clarification for which position they are interested in.

CAMPAIGN WEEK BUSINESS MEETING | Required (Unless Canceled)  
Monday, February 22, 2016 | 7:30AM (STC 225, Taylorsville Campus)  
See earlier description.

CANDIDATE PRESENTATIONS | Required  
Monday, February 22, 2016 | 12:00-1:00PM (Copper Room, Student Center, Taylorsville Campus)  
Candidates should be prepared to present their platforms and initiatives, in addition to speaking at length to any number of SLCCSA and college related topics.

GRIEVANCE HEARING | Attendance by Notification  
Monday, February 22, 2016 | 5:00PM (STC 217, Taylorsville Campus)  
See earlier description.

POLLS OPEN |  
Tuesday, February 23, 2016 | 8:00AM (http://vote.slcc.edu)  
Time to go out get students to vote for you in any ethically correct way possible.

GRIEVANCE HEARINGS | Attendance by Notification  
Tuesday, February 23, 2016 | 12:00PM & 5:00PM (STC 217, Taylorsville Campus)

CAMPAIGN WEEK BUSINESS MEETING | Required (Unless Canceled)  
Tuesday, February 23, 2016 | 7:30 AM (STC 217, Taylorsville Campus)

GRIEVANCE HEARINGS | Attendance by Notification  
Wednesday, February 24, 2016 | 12:00PM & 5:00PM (STC 217, Taylorsville Campus)

POLLS CLOSE |  
Wednesday, February 24, 2016 | 8:00PM

GRIEVANCE HEARINGS | Attendance by Notification  
Thursday, February 25, 2016 | 3:00PM (STC 217, Taylorsville Campus)

PRE-ANNOUNCEMENT MEETING | Required  
Thursday, February 25, 2016 | 11:00AM (STC 124, Taylorsville Campus)  
The elections chair will talk to the candidates on announcements expectations.

ELECTIONS ANNOUNCEMENT | Required  
Thursday, February 25, 2016 | 9:00PM (Multipurpose Room, South City Campus)  
Elections poll results will be announced. The new President-Elect will give a brief address to the student body. Immediately following the announcement the President-Elect and Executive Vice President-Elect will have a briefing with members of the Student Life and Leadership staff to receive instructions for the coming weeks as they prepare to take office.

CAMPAIGN CLEAN UP | Required  
Friday, February 26, 2016 | 12:00PM (All campuses)

Amplify Your Voice: Student Association Elections Handbook 2016-17 | 16
Candidates must remove ALL posted campaign materials from all campuses NO LATER THAN FRIDAY, February 26, AT NOON or risk losing all or part of their Elections Deposit. Candidates will be able to pick-up their Elections Deposits on Friday, March 4.

The SLL Staff will provide an updated list of additional events that come up on February 25.

Elections Standing Rules for the 2016-2017

Student Body Elections of Salt Lake Community College

All candidates will be governed by these rules during the 2016-2017 Elections of the Salt Lake Community College Student Association. Each individual running must read and understand the following rules and guidelines in order to be eligible to run for an Executive Council position.

SECTION 1  CANDIDACY
If an applicant does not meet these requirements, he or she will not be allowed to run.

1.1 All applicants must meet these requirements as outlined in the SLCCSA Constitution and Bylaws and follow the Election Rules, (see Constitution and Bylaws for individual requirements) in order to run.

Requirements:
- 2.5 Cumulative/semester GPA,
- 9 credit hours completed Fall Semester 2015 or previous
- 9 credit hours registered Spring Semester 2016

1.2 Complete and submit application on OrgSync no later than 11:30 PM on Thursday, January 21, 2016. Applications will not be accepted after the deadline.

1.3 Read and understand all the rules, policies and procedures, and the SLCCSA Constitution and Bylaws, as well as the obligations and responsibilities of the Executive Council Contract, and the Student Life & Leadership Election Rules 2016-2017. These will be found on OrgSync, the Student Life & Leadership website and offices.

1.4 Each candidate will prepare a 50-word campaign platform that will be used in elections advertising materials. Submit your platform via the Candidate Education Form on OrgSync no later than 4:00PM on Wednesday, February 3. Directions are found on the Elections Handbook on page 23.

1.5 A mandatory orientation meeting will be held on Monday, January 25 from 4:30-7:30PM in Student Center room 219 on the Taylorsville Redwood Campus. Applicants are expected to attend the entire meeting.

1.6 ALL candidates must attend a full Executive Council meeting (Tuesdays 1:00-4:00PM) AND a full Student Senate meeting (Thursdays 1:00-3:00PM) between January 11 and February 11. It is also encouraged that presidential candidates attend the President’s Board meeting. If a candidate is a member of the Executive Council or Student Senate, they must step away from their position for the meeting and sit as an observer, sending a replacement to speak on their behalf.

SECTION 2 CAMPAIGNING
Any infraction of these rules may result in up to 24-hour campaign suspension for the candidate beginning on the first day of voting.

Note: Talk to outgoing EC about ongoing student issues, and what they have done during their candidacy.

2.1 Applicants will be allowed to run as individual candidates or in a team, though votes will be cast for individuals. The voting program may reflect an individual or the team.

2.2 Candidates are responsible for their own and their supporters’ actions while campaigning. Supporters need to be listed on the Candidate Support Form and are required to be attend a meeting, it is your responsibility to have them do so.
2.3 No candidate or their supporters shall in any way maliciously attack another candidate. All candidates and supporters are expected to conduct themselves in an ethical and responsible manner throughout the entire campaign process. This includes tampering with posters, spreading slanderous rumors or otherwise interfering with another’s campaign. Appropriate behavior includes following guidelines outlined in the Student Code of Conduct.

2.4 Immediately following the mandatory Candidate Orientation on the evening of Monday, January 25, candidates may begin verbal campaigning and announce their candidacy on social media or via word of mouth, candidates cannot state their platform or solicit votes, or hand out campaign materials of any kind, these may include but are not limited to handbills, fliers, buttons, shirts, candy or food until Saturday, February 13. Campaigning may not take place in any SLCC Student Association Office or in the west hall of the Student Center.

2.5 Candidates will need to turn in the Candidate Support form by Monday, February 8 at 7:30AM at the Campaign Week Business Meeting. Failure to do so may result in penalties during campaign days. All candidates’ supporters are required to sign a behavioral agreement and attend training on Thursday, February 11 at 3:00PM, Friday, February 12 at 7:00AM, or Friday, February 12 at 3:00PM. During the campaign all supporters are required to wear a nametag with their name and the candidate they are supporting when they are campaigning.

2.6 Active campaigning begins on **Saturday, February 13 at 6:00AM** this is defined as handing out personal information and posting any publicity materials physically or utilizing social media and the internet.

2.7 Campaign materials are only allowed to be posted **outside on College grounds**. There will be **ABSOLUTELY NO POSTING** of campaign posters, flyers, etc. in buildings on any of the SLCC campuses. Handbills/flyers may be handed out in buildings, though not posted or hung. They may not be left on tables, counters, or other surfaces within the buildings. Except for when you are campaigning inside with a reserved table.

2.8 Campaign materials may not be posted outside at Library Square or Westpointe Center.

2.9 To increase voter awareness, all election and campaign materials **must** include the following wording:

**VOTE ONLINE AT [http://vote.slcc.edu](http://vote.slcc.edu).**

Candidates will also be given a QR code that will need to be on all campaigning materials. Any materials not containing this wording or code may not be used and will be confiscated.

2.10 Adhesive stickers are not allowed at any time.

2.12 Blue posting poles may be reserved through the Elections Logistics Committee.

2.13 Candidates may seek endorsements from clubs, organizations, and individuals beginning **Monday, January 25 after the Candidate Orientation.** Written consent signed by the club president and proof of two-thirds vote of support of the club members (minutes of meeting in which the vote was taken) must be turned into the Elections Logistics Committee before any endorsements of the said club can be used on campaign material.

2.14 SLCCSA and SLL Organizations and individuals’ members (President’s Board, Publicity and Advertising, Fine Arts & Lectures, Clubs & Organizations, Student Senate, South Region, North Region, Central Region, Strength Team, Cheer, and Soccer) are strictly prohibited from endorsing any single candidate, though any club or other student organization endorsements are allowed and encouraged.

2.15 Candidates and their supporters are not allowed to solicit students in all libraries. Within the Student Center at the Taylorsville Campus, campaigners may only solicit votes in the North and South Cafeterias. Candidates must not campaign within 50 feet of any polling station or computer lab. Some locations may have adjusted space due to computer or poll placement.

2.16 Candidates are allowed to campaign at SLCCSA and Student Life & Leadership programs; however, they are prohibited from participating or promoting the activity as their own. If a candidate is a member of SLCCSA it is up to their respective Executive Council Officer or Advisor to decide their participation in the event and they may not be allowed to campaign during the event.
2.17 Campaign materials and apparel not limited to such as t-shirts, buttons, poster, picture, etc. are not allowed in any Student Life & Leadership Office for any reason.

2.18 SLCCSA and Student Life & Leadership offices and resources are not to be used by any candidate or supporter for any reason pertaining to elections. This includes copy machines, computers, phones, desks, office space, video equipment, or anything else that is found in any Student Life & Leadership Offices, areas, or storage.

*Exceptions to this rule are the sound system, Sound Box and megaphone, button making machine, and the popcorn and cotton candy machine, which are available for use during campaigning and must be reserved ahead of time with Leslie Langi in the Student Life & Leadership Office Taylorsville STC 124 or at 957-4015. There may be fees associated with materials used. Candidates have 15 minutes from the time of reservation to pick the reserved items, after the 15 minutes it will become first-come-first-served for the reserved items. Candidates have 24 hours to cancel any reservation, failure to do so will result in a $10 fee, which will be taken out of their $100 deposit.*

2.19 Any candidate may reserve a table or space to campaign as early as Tuesday, February 16, through OrgSync, to be used for active campaigning. Space will be reserved on a first-come-first-served basis with a limit of two reserved spaces each day of campaigning per candidate. If a table is approved, the candidate is allowed to decorate/display election publicity materials for the designated time. A table may not be left unattended at any time.

2.20 Candidates/Supporters will be allowed to give out food during campaigning if approved by the Elections Committee. Individually wrapped candy is acceptable and does not need approval. All food/candy costs will be included in their overall budgets.

**SECTION 3 FINANCES**

3.0 Any candidate who is running for office is allowed to spend $250.00 for the purpose of campaigning. All donated or purchased goods and money are counted in this total. **Any candidate exceeding $250.00 will be subject to sanctions and may be disqualified.**

3.1 Each candidate will be given a $100 credit at the SLCC Copy Center for their copying, printing and laminating needs. Candidates may spend more than the $100.00 though they will need to pay the difference. This $100.00 is not included in the $250.00 campaign limit.

3.2 Each candidate will pay a $100 cash deposit (due at the Candidate Mandatory Meeting). If the individual removes all of their campaign materials from College locations by Noon on Friday, February 26, the individual will be refunded the full deposit if no other damages or fees were incurred by the candidate, on Friday, March 4. Candidates are responsible for any damages to college property as a result of actions by the candidate or their campaign support team members. If any damage has occurred, or there was a failure to clean up after campaigning, or if the candidate deposit of $100 has been exhausted, A HOLD WILL BE PLACED ON THEIR STUDENT ACCOUNT UNTIL THEY PAY FOR THE DAMAGES. The $100.00 deposit does not count towards the $250.00 spending limit.

3.3 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 Elections Committee. **Be very careful with this rule! Budgets will be closely monitored.**

3.4 All candidates will use a receipt book and logs, provided by the Elections Logistics Committee, to document any donations, cash and goods, and any funds spent, personal or donated. The log of personal finances and donations must be kept current. The Elections Logistics Committee reserves the right to review any candidates’ financial forms at any time.

3.5 All financial forms and receipt books must be finalized and turned in on Wednesday, February 24 at 7:30AM. The Elections Logistics Committee will audit each individual candidate’s financial records. **Failure to meet this requirement will result in suspension of all campaigning until all financial documents are submitted. In addition, a two-hour campaigning suspension determined by the Elections Grievance Committee may be incurred.**

**SECTION 4 VOTING**

4.1 Voting will take place online from Tuesday, February 23, 8:00 AM to Wednesday, February 24, 8:00PM. Students will need to use their MyPage log in to sign into the site. The official voting website is [http://vote.slcc.edu](http://vote.slcc.edu).
4.2 Candidates who run unopposed must receive 51 percent of the votes cast in their favor. If the candidate not meet this requirement, the position(s) will be appointed by the Executive Council and confirmed by a Joint Session.

4.3 At official voting stations, candidates or others campaigning on behalf of a candidate may not touch the electronic device while a student votes or coerce them to vote for a particular candidate in any way.

4.4 The Elections Logistics Committee will sponsor “Meet the Candidates” socials during campaigning at Taylorsville, South City, and the Jordan campuses. All candidates are invited to attend to meet with students and discuss their candidacy. Refreshments will be provided.

4.5 Computer voting will be allowed at all campuses and open labs. Candidates are not allowed to campaign within 50 feet of the computer lab area or designated voting stations.

4.6 Candidates are allowed to use personal computers or tablets at their voting stations provided they are using the voting partitions. Candidates or their supports may not stand by voting partition when a student is voting.

4.7 Final election results will be made available on Thursday, February 25 in the Multipurpose Room at the South City Campus at 9:00pm and will be posted outside the Student Life & Leadership office after announcements.

4.8 **Electronic Use Disclaimer.** Salt Lake Community College (its officers and employees), Student Life & Leadership, and SLCCSA are not responsible for any student privacy stolen from the use of personal electronic devices during the voting process, including personally owned cellphones, smartphones, tablets, laptops, computers, etc.

SECTION 5 ELECTIONS COMMITTEES

**Elections Logistics Committee**

5.1 The Elections Logistics Committee is responsible for the publicity and promotion of the elections, including recruitment of candidates, candidate interactions, and voting information. They will help schedule “Meet the Candidates” and set-up and tear down of all campus voting stations.

5.2 The Election Logistics Committee will be available to answer, help, and support all candidates throughout the elections and voting process.

5.3 The Elections Logistics Committee is comprised of members of the Student Senate and EC member.

5.4 The Election Logistics Committee will be chaired by the Senate Pro Tempo unless running for election position. In the event this occurs a senator will be chosen to chair the committee. The chair of the elections logistics committee responsibilities includes, conducting committee meetings, working with the committee to set up and tear down of the voting stations, ensuring all elections procedures are followed, overseeing election advertisement and publicity, planning candidates forums, facilitating candidate debates, recording and preparing election results, and declaring results. Remaining senators on this committee are not allowed run for an elected position.

5.4 **Elections Grievance Committee**

The Elections Grievance Committee will meet to discuss any appeals, election concerns, or other topics that need to be addressed concerning the candidates. Alleged infractions must be brought before the Grievance Committee in written form (physically or electronically) within **2 hours** of the said infraction and no later than 11:59PM if the incident in question occurs on the final day of voting. Candidates may submit an appeal of the Elections Grievance Committee’s decision in writing to the Director of Student Life & Leadership. All decisions made by the Director are final on the appeal.

5.5 The Committee will be chaired by the SLCCSA Executive Vice President, In the event that the Executive Vice President runs for office, the next chair will be as listed in the order of Executive Council succession. The Chair will only vote in case of a tie. The Committee will consist of:

1. Representative from each SLCCSA board
2. Student Life & Leadership Advisor (votes only in the absence of another member or tie)
3. Students-at-Large
5.6 The Committee reviews the election dates, rules, applications, and materials prior to posting.

5.7 The Committee will make any decisions on questions pertaining to campaigning, applicant’s eligibility, or rules prior to Tuesday, February 16.

5.8 Any campaigning rules, interpretations, or violations will be handled by the Committee at the period between Friday, February 5, and Friday, February 26.

5.9 If any person on the committee has a conflict of interest with any candidate, they will not be allowed to participate in the process and will be recused. If the chair has a conflict of interest, another Executive Council member will chair the process.

5.10 At least four voting students and an advisor must be in attendance in order to call for a vote by the Committee.

SECTION 6 ELECTIONS VIOLATIONS PROCESS

6.1 During campaigning, if any candidate or their supporters are seen violating a rule, the complainant will take the following steps:

   a. A complaint must be referred to the Committee using the Grievance Form either electronically at www.slcc.edu/sll, within 2 hours of the incident in question.
   b. The Election Grievance Committee Chair and committee members will meet regularly to determine the legitimacy of any complaints.
   c. The Committee will document the complaint and ask the person involved to meet at a specific time and place. Failure to meet will forfeit the right for one to plead a case.
   d. The Committee will hear the complaint and will allow the candidate and any witnesses to present their side and provide a reasonable solution after consideration of all evidence.

6.2 During voting, if any candidate or their supporters are seen violating a rule, the complainant will take the following steps:

   a. A complaint must be referred to the Elections Grievance Committee using the Grievance Form either physically or electronically within 2 hours of the incident in question and no later than 11:59PM on the final day of voting.
   b. The Elections Grievance Committee will meet between 24 to 48 hours business days to determine the legitimacy of any complaints.
   c. The Elections Grievance Committee will document the complaint and ask the individual who submitted to meet at a specific time and place. Failure to meet will forfeit the right for one to plead a case.
   d. The Elections Grievance Committee will hear the complaint and will allow the candidate and any witnesses to present their side and provide a reasonable solution after consideration of all evidence.

6.3 The Committee will post all violations and their decisions daily in a prominent place in the Student Life & Leadership Office and OrgSync so candidates can see what decision was made. This is for all candidates to understand what grievance was alleged and what decision was made.

6.4 The candidate may appeal to the Director of Student Life & Leadership within 24 hours of the Elections Grievance Committee’s decision. The Director’s decision is final.
POSTING GUIDELINES

Please follow the guidelines closely to avoid losing campaigning privileges. Guidelines are subject to change before the Mandatory Meeting on January 25.

Inside Buildings on ALL Campuses

- Candidates are not allowed to post any sort of publicity materials inside buildings.
- The Election Logistics Committee will post general voting/candidate info in approved places.

Outside

- Garbage cans can be used with blue tape
- Sidewalk chalk okay to use 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 in between the double sidewalks have plastic in them and will not hold a stake. DO NOT try to put in any thick stakes or poles
- All signs need to be self-supported and placed 2-3 feet from sidewalks. 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 marquis on any campus
- No posting of materials or chalking at Library Campus, Westpointe, or West Valley Centers
- Helium balloons may be placed outside
- Signage may be attached to lamp posts using blue tape. DO NOT cover existing banners
- Some existing eyehooks on buildings may be used if reserved with the Elections Logistics Committee. Sizes may vary

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.

PLEASE ABIDE BY THESE GUIDELINES – WE DON’T WANT TO LOSE THESE PRIVILEGES

For any questions or creative ideas that are not covered above, contact Peggy Hoffman: 801-957-4577
ACTIVE CAMPAIGNING LOCATIONS

BEFORE ELECTION DAYS:

No soliciting of students in all campus libraries. Absolutely no campaigning inside of any Student Life & Leadership Offices or in the west hallway of the Student Center at the Taylorsville Campus.

February 23 & 24: There is no campaigning allowed within 50 feet of any computer lab, inside the libraries on any campus and with 50 feet of any SLCCSA voting station. Some locations may have adjusted space due to computer or poll placement. Candidates and their teams may only campaign in the Copper Room and South Cafeteria of the Student Center at Taylorsville. At South City: campaigning within 20 feet of the Student Life & Leadership office is prohibited. At the Jordan Campus: no campaigning is allowed on the main floor of the High Tech Center, the bottom floor of the Health Sciences building, or in the Student Pavilion. Campaigning is allowed outside throughout all SLCC campuses except Library Square and Westpointe.

VOTING STATIONS

The Elections Logistics Committee will provide voting stations at the Taylorsville, South City, and Jordan campuses. These voting stations will be staffed by paid officials who are not affiliated with Student Life & Leadership, or are students or employees of the college. Candidates may utilize electronic devices such as laptops, tablets, iPads, etc. to solicit votes from students. However, at official voting stations, candidates or others campaigning on behalf of a candidate may not touch the electronic device while a student votes or force them to vote for a particular candidate in any way.

CAMPAIGN FINANCES

Each candidate has a $100 print credit to be used at their discretion at the SLCC Printing Services (main location and kiosk at Taylorsville, small facilities at South City and Jordan).

Each candidate is allowed to spend up to $250 on their campaign. This budget covers any purchases made out of the candidate’s pocket, purchases made by donated funds or items acquired for Fair Market Value. Candidates who team up in a party are still allowed to spend $250 each (for a total of $500 combined). The SLCC Printing Services credit does not count toward the $250 budget.

Fair Market Value is the means by which candidates and the Elections Logistics Committee can account for items donated or used by the candidate without any monetary exchange. The Elections Logistics Committee has provided a Fair Market Value sheet in this packet of items commonly used. Any other items candidates would like to use can be submitted to the Elections Logistics Committee for a Fair Market Value assessment. All Fair Market Value amounts will be shared with all candidates.

All documentation of funds must be turned in to the Elections Logistics Committee at the Morning Business Meeting on Wednesday, February 24, at 7:30AM. This includes the budget form and all receipts. Failure to turn in financial documentation at this time will result in an immediate suspension of all active campaigning and may incur a minimum of a 2 hour suspension from active campaigning as determined by the Elections Grievance Committee.
CAMPAIGN COACHING MEETING

The Campaign Coaching Meetings have been created as a way for candidates to confidentially review their potential campaign platforms and initiatives with one or more members of the Student Life & Leadership staff. These meetings are mandatory and will last between 30-60 minutes. The SLL staff will be able to provide context for initiatives a candidate is considering as well as information about which administrators they will need to speak with. The Elections Logistics Chair will also be available to answer any further questions about the elections process candidates may have.

INITIATIVE REVIEWS

In order to preserve the integrity and legitimacy of the SLCC Student Association, elections, and the candidates all initiatives must be approved before a candidate can use them in their campaigning.

Candidates will discuss their proposed initiatives with SLL Staff during their campaign coaching appointment. All candidate initiatives should be feasible, probable, and aligned with SLCCSA’s purpose and the college’s overall objectives. The staff member will provide any past context that would be of importance to initiatives, give them the information needed to contact the administrator over the area their initiative falls under, and answer any questions the candidate may have.

A candidate may propose multiple initiatives, but they must submit Initiative Review Forms for each separate initiative. The signature of an administrator on the Initiative Review Form indicates their opinion pertaining to the plausibility of the initiative to be accomplished; not their support or approval. Meeting with the administrator will provide the candidate with the opportunity to discuss action plans for the initiative, ask questions, and be informed of what the process for passing the initiative may entail.

If an administrator refuses to sign a review form, the candidate may present the initiative to the Director of Student Life & Leadership or the Assistant Director for a second opinion.

Initiative review forms are due to the Elections Logistics Chair on Wednesday, February 3 by 4:00PM.

CAMPAIGN MARKETING

Immediately after discussing initiatives, candidates will then choose from the two options:

**Option 1**: Candidates can design their own poster or campaign materials. These materials must be approved by SLCCSA Publicity & Advertising Board.

**Option 2**: Candidates can choose from different templates of campaign design by SLCCSA Publicity & Advertising Board.

Any candidate whose chooses option 2 will meet with a graphic designer from the SLCCSA Publicity & Advertising Board to discuss campaign materials and design. Designers will have options available for candidates to use, but candidates are welcome to bring their own designs as well. The graphics person will be there not only to speak about design but also the different forms of marketing materials available to the candidate through the SLCC Copy Center (where candidates have their $100 print credit). All campaign posters and banners must be handled by SLCCSA Publicity & Advertising to ensure they comply with SLCC guidelines, but we encourage candidates to work closely with their designer so their vision can be conveyed through the design of the campaign materials.
Candidate Name: ___________________________________ Office: President  Executive VP

Running Mate, if applicable: ____________________________  (Each candidate needs their own form)

In order to better understand the responsibilities that the Student Association President and Executive Vice President hold to students before campaigning begins, all candidates are required to attend at least one Executive Council and Student Senate meeting as an observer. (Candidates currently serving in an Executive Council or Senate position must step away from their position during the meeting and send someone else to attend on their behalf to give reports and/or vote.)

**I have attended one full Executive Council Meeting:** (Tuesdays - 1:00-4:00PM, Senate Chambers)

- SLL Advisor Signature  Date

**I have attended one full Student Senate Meeting:** (Thursdays - 1:00-3:00PM Senate Chambers)

- SLL Advisor Signature  Date

Candidates should learn all they can about the duties and responsibilities specific to the position they are seeking. Candidates must speak with the Student Life & Leadership advisor to that position. (It is highly suggested that the candidate also speaks with the officer currently in the position they are considering.)

- SLL Advisor Signature  Date  SLCCSA Officer  Date

Platform Statement (50 words maximum):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Due Friday, February 5 by 4:00pm via email to doctor.ayeliya@slcc.edu or to Leslie in STC 124. No Exceptions
Candidates are required to have initiatives in order to run for office, so they are encouraged to research and study the details of these initiatives. Remember, all initiatives should be feasible, probable, and aligned with SLCCSA’s vision and SLCC’s overall objectives. This form has been created to ensure candidates are speaking with the right administrator who has the authority to judge the feasibility and probability of each initiative. Candidates are allowed to submit multiple initiatives to the Initiative Review Committee (submit separate forms for each initiative); however, as the purpose of the initiative review process is to ensure feasibility and probability, candidates should be realistic in the number of initiatives they prepare and present. Please attach any additional information regarding this initiative to this form.

Candidate(s):
Proposed Initiative Title:
Brief Summary of Initiative:

How does it fit into the SLCCSA mission?

Implementation Timeline and steps:

Responsible Departments Outside of SLCCSA:

Administrative Approval:
Candidate Name: ______________________________

Financial records must be kept up to date as a member of the Elections Logistics Committee may ask to review campaign finances at any time. Candidates must also submit receipts for all items purchased or donated and keep record of any items donated.

<table>
<thead>
<tr>
<th>Purchased, Donated, or Fair Market</th>
<th>Item &amp; Description</th>
<th>Source</th>
<th>Phone #</th>
<th>Cost</th>
<th>Running Total</th>
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**TOTAL EXPENSES**

Must not exceed $250

*Failure to complete the audit will result in a suspension from all active campaigning until the audit has taken place and/or up to two hours as designated in the campaign rules.*
The Elections Grievance Committee has determined the following Fair Market Value to be assessed for any of the items used by a candidate during their campaign. If a candidate has any additional items they would like the Elections Committee to assign a Fair Market Value, they should email the Elections Grievance Committee Chair, Alex Sletten- 801-957-3815- Alexander.Sletten@slcc.edu with the item description and estimated value.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT/USAGE</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Pens, Markers, Pencils</td>
<td>Bulk</td>
<td>$2.50</td>
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<tr>
<td>Tents</td>
<td>One/Per Day</td>
<td>$15.00</td>
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<tr>
<td>Music (live or recorded)</td>
<td>Per Day</td>
<td>$10.00</td>
</tr>
<tr>
<td>Wooden Stakes</td>
<td>6 – 60”</td>
<td>$12.00</td>
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<tr>
<td>Wooden Stakes</td>
<td>25 – 36”</td>
<td>$17.00</td>
</tr>
<tr>
<td>White Tee Shirt</td>
<td>One, unprinted</td>
<td>$3.00</td>
</tr>
<tr>
<td>Colored Tee Shirt</td>
<td>One, unprinted</td>
<td>$4.00</td>
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<tr>
<td>Paint</td>
<td>Bulk</td>
<td>$8.00</td>
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</table>
Questions, complaints, challenges and grievances will be considered with the utmost sincerity by the Elections Grievance Committee. Grievances are the means by which any suspected misconduct can be reported, addressed, and fairly assessed.

Grievances regarding candidate misconduct must be submitted in writing (physically or electronically) to the Elections Grievance Committee Chair (form can be found in SLL Offices or at www.slc.edu/sll/elections). The Elections Grievance Committee reserves the right to dismiss any unsubstantiated complaints. All grievances must be filed within 2 hours of the occurrence, and any grievances which occur on the final day of voting must be submitted by midnight. Time will be allotted for all involved parties to voice their concerns to the Elections Grievance Committee and answer questions the committee may have before a final decision is made. All rulings by the grievance committee must be passed before the announcement of the election results.

The Grievance Committee is scheduled to meet in STC 217 at the following times:
- Monday, February 8, 5:00 PM
- Wednesday, February 10, 5:00PM
- Friday, February 12, 2:00PM
- Tuesday, February 16, 5:00PM
- Wednesday, February 17, 5:00PM
- Monday, February 22, 5:00PM
- Wednesday, February 24, 5:00PM

Any grievances filed up to two hours before the hearing will be reviewed and assessed by the Committee at the designated meeting. Candidates who have a grievance filed against them will be notified by the Elections Committee Chair that their presence is required. If there are no grievances to be considered, the hearing will not take place. Decisions will be emailed to the parties involved immediately.

Additional grievance hearings will be held as required at the discretion of the Grievance Committee Chair and committee members. All candidates will be notified of any additional grievance hearings that may be scheduled.

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a point value. The rubric to assign the point value of a grievance will be determined by the nature of the grievance, relating specifically to who committed the infraction, the number of students affected, and the amount of attention given to the infraction by those students (full, partial, none). As such, a minor infraction incurred by someone unaffiliated with the campaign would be worth relatively few points, while a serious infraction by the candidate themselves in front of many students would be worth more points. As the point value of an infraction increases, so does the severity of the sanction. Please see elections sanctions guidelines below for details for point value.

In addition to ensuring a fair judgment for all through the Elections Grievance Committee hearings, the point system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the process and will be disqualified.

After the Elections Grievance Committee has reached a decision, if a candidate does not feel a fair decision has been made, they may file an appeal in writing to the Director of Student Life & Leadership within 24 hours from when they were notified. If, at any time, a student feels the Elections Grievance Committee has acted in an unfair manner, a grievance can be filed in writing to the Director of Student Life & Leadership.
ELECTION SANCTIONS GUIDELINES

To maintain fairness for the elections process among all candidates, grievances held against a candidate will be assigned a tiered value. The tiers below assigns the grievance and a consequence to be determined by the nature of the grievance. It is 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). As such a minor infraction incurred by someone unaffiliated with the campaign would be classified as a tier 1 offense, pending the decision from the Election Grievance Committee. As the infractions increase, so does the severity of the consequence. These sanctions apply to candidates and their supporting campaign team members.

To ensure fair judgment for all through the Election Grievance Committee, the tier system allows for an objective point threshold, beyond which a candidate will be considered unfit to continue in the elections process and will be disqualified.

- **Tier 1: Minor Offenses.**
  - Normally infractions resulting in a fine between 30 to 60 minutes deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as, pre-campaigning, minor electronic violations, leaving flyers on tables, placing posters in illegal places, etc.

- **Tier 2: Moderate Offenses**
  - Normally resulting in a fine between one to three hours deduction from their campaigning hours per infraction. Examples of such infractions include, but not limited to things such as late financial reports, intentional campaign sabotage (such as a candidate’s supporters tearing down an opponent’s signs unbeknownst to the candidates), supporters’ tactics too aggressive while campaigning, etc.

- **Tier 3: Serious offenses.**
  - Normally resulting in a fine between four to six hours of sanction from their campaigning hours per infraction. Tier 3 offenses can result in disqualification. Examples of such infractions, include but not limited to things such as, falsified documents, intentional campaign sabotage, voting fraud or coercion, serious ethics and/or Student Code of Conduct etc. Repeated Tier 2 violations may also be classified as Tier 3.
Name:_____________________________________________________________________________________

Phone: _________________________ Email:_____________________________________________________

Affiliation to Candidate?  Yes No If yes, who?:________________________________________________

Grievances are the method through which campaign violations or infractions against student candidates and/or parties are filed and heard before the Elections Grievance Committee. All filed grievances will be considered on their merit by the Grievance Committee Chair and committee members before a hearing is granted. The Grievance Committee reserves the right NOT to hear unsubstantiated complaints.

**ALL GRIEVANCES MUST BE FILED WITHIN 2 HOURS OF THE INCIDENT BY AN EYEWITNESS.**

Date and Time of Incident: ____________________________________________________________________

Rule Violated (cite from elections rules*): __________________________________________________________

___________________________________________________________________________________________

Specific Person(s) Involved: ___________________________________________________________________

Location of Incident: _________________________________________________________________________

Description the Incident: _____________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Steps taken to resolve the issue before grievance was filed: _________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Other Witnesses (include contact info): ___________________________________________________________

Any evidence of violations should be attached to this form or emailed the Elections Grievance Committee Chair: Alex Sletten- 801-957-3815- Alexander.Sletten@slcc.edu.

Typical sanctions for grievances can include, but are not limited to, one of the following:

- Education about the violated rule
- Budget restrictions
- Restriction or deduction during active campaign time
- Restriction, suspension, and/or confiscation of campaign materials

What is your recommended sanction for this grievance? ____________________________________________

___________________________________________________________________________________________

*Full election rules, policies, and procedures can be found online at [www.slcc.edu/sll/elections](http://www.slcc.edu/sll/elections)
Candidate Support Form

Candidate Name: _____________________________________

If running with a partner, who? _____________________________________

Are you using a team name, if so what? _____________________________________

Do you have a team color(s), and/or logo, if so, what? _____________________________________

A picture or graphic maybe attached.

Below list all the supporters that will be helping you with your campaign. All supporters must sign a behavioral agreement and attend a mandatory meeting on Thursday, February 11 at 3:00PM, Friday, February 12 at 7:00AM, or Friday, February 12 at 3:00PM. (If you need more room, please use the back).

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<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Mandatory Meeting Attendance</th>
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