



SGA

ELECTIONS COMMISSION

**Barnard Student Government  
Association:**

**Elections Guidelines**

**Spring 2019**

# Barnard Student Government Association: Election Guidelines

**Mission:** SGA exists to support and advocate for the student body and Barnard as a whole. We aim to foster and enrich our community by facilitating communication and collaboration between the administration, the Board of Trustees, and the students.

Student Leadership Collective Office: 101 Diana (Anna Quindlen Room, Liz's Place)  
[www.barnard.edu/sga/elections](http://www.barnard.edu/sga/elections)  
[facebook.com/barnardsga](https://facebook.com/barnardsga)

## SGA Elections Mission Statement on Fairness

All Barnard College students, by virtue of having paid student activities fees, are members of the SGA. In accordance with the mission statement of SGA, elections are held in the Fall and the Spring to allow for active student participation within their government. To ensure that a diverse range of student interests are represented, all students are welcome and encouraged to run and apply for open positions.

The SGA Elections are a **free** and **fair** process in which candidates are encouraged to fully express their opinions, while respecting their fellow candidates and classmates. The Elections Guidelines exist not only as a rule book but as a community code of conduct that should motivate each candidate to act in accordance with these values.

It is of utmost importance that all interested candidates and all their affiliates familiarize themselves with our elections guidelines. If there are any concerns or questions regarding the fairness of these elections, please contact the Elections Commission, which oversees this process.

The Elections Commission consists of five SGA representatives:

The Elections Commission: [sgaelections@barnard.edu](mailto:sgaelections@barnard.edu)

Senior Rep. to the Board of Trustees: Tamar Dayanim

Junior Rep. to the Board of Trustees: Jessica Cruz

President of SGA: Nicola Kirkpatrick

University Senator: Adara Rosenbaum

Senior Class President: Rhea Nagpal

## Overview

The guidelines below outline the rules and structure of the SGA Elections as they apply to candidates interested in all elected positions. Students interested in applying for positions on the Class Council or any SGA committee should see the information regarding appointments and committees, available on our website.

The Representative Council meets every Monday from 8-10pm and consists of elected representatives that serve to promote and listen to the voices of the Barnard community. At these weekly Rep Council meetings, campus policies, events, and other issues are discussed with the student body, administrative guests, and internally as a council. As a member of Rep Council you will develop and strengthen your leadership skills by collaborating with students and administrators to recognize and resolve issues on campus, as well as work independently on projects directly related to your specific position. All positions on Representative Council (and Class Vice Presidents) are listed below. The positions that are two year positions are starred. New positions are double starred. Positions that do not sit on the Representative Council but are up for reelection this cycle are highlighted. Positions that are not up for reelection this cycle are in parentheses. The responsibilities of each position are covered in the constitution (<http://barnard.edu/node/10867>), and the by-laws (<http://barnard.edu/node/11556>).

### Positions:

#### Executive Board

SGA President  
 VP for Policy  
 VP for Campus Life  
 VP for Finance  
 VP for Communications  
 VP for Equity\*\*

#### Class Council Positions

Senior Class President  
**Senior Class VP**  
 Junior Class President  
**Junior Class VP**  
 Sophomore Class President  
**Sophomore Class VP**  
 (First Year Class President)  
**(First Year Class VP)**

#### Rep Council Positions

Junior Representative to the Board of Trustees\*  
 (University Senator\*)  
 Representative for Inclusive Initiatives\*\*  
 Representative for Campus Affairs  
 Representative for Health Services  
 Representative for Food and Dining Services  
 Representative for Information and Technology  
 Representative for Arts and Culture  
 Representative for Seven Sisters Relations  
 Representative for Sustainable Initiatives

Representative for Academic Affairs  
Representative for Student Development\*\*

\* Denotes a two-year position

\*\*Denotes new position

(\_) Denotes position not up for reelection this year

**Highlight** Denotes position that does not sit on Representative Council

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## Section I: Eligibility, Requirements, and Voting

### A. Eligibility:

Relevant administrators will confirm each candidate's eligibility.

#### 1. General Requirements

- Candidates may only run for one position and must be familiar with the responsibilities of that position.
- Candidates are required to adhere to the rules set forth by the Elections Commission.
- Candidates are required to maintain at least a 2.5 overall GPA and remain in good academic standing while in office.

*All requirements below are in addition to fulfilling these general eligibility requirements.*

#### 2. Executive Board Positions

**SGA President, VP Policy, VP Campus Life, VP Communications, VP Finance and VP Equity**

- Only rising juniors and seniors are eligible to run for Executive Board Positions.
- Only rising seniors are eligible to run for SGA President.

#### 3. Non-Executive Representative Positions

**All Rep Positions, and elected Class Council Presidents (VPs are not on Representative Council)**

- All members of the Classes of 2019 through 2022 who fulfill the eligibility requirements above may run for any general representative position in the spring.
- Current seniors may not run for any of the positions

#### 4. Class Council and Class Specific Positions

- All rising seniors may run for the Senior Class President and Vice President positions.
- All rising juniors may run for the Junior Class President and Vice President positions, and Junior Representative to the Board of Trustees.
- All rising Sophomores may run for the Sophomore Class President and Vice President positions.
- All incoming First Years may run for the First Year Class President and Vice President positions. (This election occurs in the fall, separately from all other elections.)

#### 5. Study Abroad and Special Circumstances

##### Study Abroad

- Students studying abroad in the Spring of 2019 or for the entire 2018-2019 academic year are free to run for positions for the 2019-2020 academic year. In this case, students must appoint a campaign manager (see section below).
- Students studying abroad for Fall 2019 are **not** eligible to run for the 2019-2020

academic year but may apply for any open positions upon their return for Spring 2020

- Students planning to study abroad during Spring 2020 may run for **non-executive board** positions for 2019-2020

### **Special Accommodations**

- It is within the ideals of SGA to accommodate all people and their various concerns. If there are other extenuating circumstances, reach out to the Elections Commission by **Saturday April 6th at 4pm EST** in order to manage any concerns or circumstances that may arise.

### **Campaign Managers**

- In the event that a student is studying abroad or unable to be on campus during the Elections period, they must appoint a campaign manager who will serve as their proxy throughout campaigning.
- The campaign manager need not meet the eligibility requirements, but must complete all the work and adhere to all standards required of the candidate.
- Candidates must notify the Elections Commission that they will use a campaign manager via email by **Saturday, April 6th 2018 at 4pm EST**.
- Candidates must provide the name of their campaign manager on the Intent to Run form, which is due by **Sunday, April 7th 2018 at 9am EST**.
- The campaign manager may represent the candidate at info sessions, the Candidates Forum and throughout campaigning.
- If no campaign manager is identified, a member of the Elections Commission will read the candidate's speech at the Candidates Forum,.

## **B. Candidate Requirements:**

### **1. Information Sessions:**

- All interested candidates must attend an information session.
- Information sessions are roughly 10-15 minutes long and are offered on the time spots listed below in Section IV.

### **2. Intent to Run:**

- Each candidate must submit their completed electronic *Intent to Run* form by the required deadline, **Sunday, April 7th, at 9am**. There are no exceptions. Upon attending an information session, the *Intent to Run* form will be sent in an email along with a copy of the Elections Packet. The *Intent to Run* must include:
  - **Platform:** The platform will be placed on *myBarnard* and given to campus publications. The platform has a strict word limit, as controlled by the form. Please note that it is likely that campus publications will edit platforms. *To include: the position sought, your name, goals for office, and relevant past experience in your platform.*
  - **Photograph:** Your official Barnard ID photo will be placed on *myBarnard*; should you

want a different photograph to be used, please submit one.

- **Flyers:** For all printed flyers, candidates must upload all files, in PDF format with their Intent to Run, by **Sunday, April 7th, at 9:00am**. For more information about flyering, please consult the Print Campaigning section below.
- **Campaign Manager:** Should a candidate have been approved to have a campaign manager, the name of the campaign manager must be provided on this form. Else a member of the commission will be assigned as your proxy.

### 3. Candidates Forum:

- All candidates are required to attend the Candidates Forum on **Tuesday, April 9th at 8:00pm in the MacIntosh Dining Room (Diana Level 2)**. Each candidate will prepare a speech no longer than two minutes, and should be prepared to answer questions from student attendees.
- Students who are unable to attend the Candidate's Forum must have already been in communication with the Elections Commission and have provided their speech by **7:00 pm** that day.

### C. Voting:

- All Barnard students, including those running, are eligible to vote for all representative positions, except for President and Vice President of class councils. Students may only vote for the class council President and Vice President for their particularly year.
- Graduating seniors are eligible to vote for non-class council positions.
- Voting takes place on *myBarnard*. Students must be logged into *myBarnard* in order to vote.
- Results will be announced the day that voting closes, no later than **12pm on the afternoon of Wednesday, April 17th**.

## Section II. Campaigning

### A. General Campaign Rules:

#### 1. Overview

- Campaigning should be positive, promote the candidate running, and uphold Barnard's community standards of respect, integrity, and accountability.
- All reasonable campaigning, in compliance with Barnard College policy and subject to the limitations prescribed in the following page, shall be permitted.
- Candidates are responsible for ensuring that their affiliates are familiar with these guidelines.

#### 2. Locations

- Campaigning of any type is not allowed in any computer lab.
- Print campaigning is subject to the Barnard College [posting policy](#).

- Specific rules for other types of campaigning are outlined below.

### 3. Finances

- No giveaways of any kind are permitted. Flyers do not count as giveaways, but all flyers that are given must adhere to rules for print campaigning.
- No campaign should require any monetary expenditure. Any necessary campaign supplies can be provided by SGA.
- SGA reserves the right to determine if money has been used improperly.

### 4. Use of Professional Resources

- Only professional services originating from a current member of the Barnard student body, without charge, may be utilized.

## B. Informal Campaigning:

### 1. Definition

- Informal campaigning consists of one-on-one or conversational statements of a candidate's interest in running for a particular position.
- Informal campaigning should occur naturally; for example, responding if a friend asks if you might be running for a position.
- Approaching groups of students and urging them to vote for a particular candidate is an example of more formal vocal campaigning, the rules of which are outlined below.
- *Please use common sense in understanding this difference.*

### 2. When it Begins

- Candidates are permitted to informally campaign at any point.

## C. Formal Campaigning:

- **Definition:** Formal campaigning consists of three dimensions: Vocal, Print, and Electronic. The rules as they apply to each of these categories are outlined in this section.
- **When it Begins:** Vocal and Electronic campaigning: begins upon email confirmation of candidacy from the Elections Commission on **Sunday, April 7th, at 6pm**. Print campaigning: begins upon official SGA approval at the Candidate's Forum on **April 9th**.

### 1. Vocal Campaigning

- **Definition:** This includes speaking, singing, yelling, yodelling etc.
- Speaking with campus publications is permitted
- Speaking at meetings of student groups or clubs, upon invitation, is allowed, as long as these groups are not SGA committees.
- Candidates are encouraged to reach out to individual group leaders in advance of group meetings after formal campaigning begins.

- Vocal campaigning is not permitted at any event for which there is an entry fee.

## 2. Print Campaigning

- Print campaigning qualifies as all print promotions, and is limited to **100 sheets of 8.5x11 paper [flyers]**

### a. Flyers:

- Candidates may not print flyers on their own.
- Flyers not submitted in the Intent to Run in PDF format will not be printed.
- Printed flyers will be distributed at the Candidate's Forum on **April 9th**. Flyers may be cut or folded into any shape or design. No changes may be made after the flyers are approved.
- *SGA is not responsible for any mistakes done by copy services*

### b. Approval and Restrictions:

- All flyers must follow Barnard College's Posting Policy.
- Space cannot be reserved to hang up flyers.
- Campaigning flyers are not permitted within ten feet of any public computer terminal.
- Campaigning fliers should not cover already posted fliers and may not cover or replace the campaign flyers of another candidate.
- **All flyers must be taken down and recycled by Sunday, April 22nd at 11:59pm.**

## 3. Electronic

- Electronic Campaigning qualifies as the use of any sort of technology to promote a campaign. **No mass messages of any kind may be sent.**
  - Private messages may be sent to one individual at a time.
    - o Only send messages to individuals with whom you have a personal connection (i.e: no spam)
    - o Do not use any listservs or directory to gather email addresses of people you don't know or don't have a personal connection with.
- This means only one recipient per electronic message, and applies to email, text messages, and social media sites.

### a. Email

- Listservs qualify as mass messages and cannot be used to campaign.
- An email alias that reaches more than one individual cannot be used to campaign.

### b. Social Media Websites

- Posting images and information on personal profiles of free Social Media platforms such as Google+, Youtube, Twitter, Facebook, etc. are allowed.
- Tagging in these posts is not permitted.
- The creation of **public** Facebook pages and events are allowed.

- Posting is not allowed in already existing groups.

### **c. Texting and other apps**

- Texts and instant messages are permissible if they are sent to one individual at a time.

### **d. Additional Electronic Resources**

- Youtube and other videos are permissible.
- Personal websites may be created using a free service. However, buying or using a previously bought domain to campaign is not allowed.

## **D. Third-Party Campaigning**

- Candidates are responsible for ensuring that those campaigning on their behalf are familiar with the elections guidelines, as outlined above.
- If a candidate becomes aware of a violation that has occurred within their campaign, it is their responsibility to inform the elections commission, as outlined below.
- Policy guidelines are publicly accessible and candidates should consider sharing them with anyone who will be campaigning on their behalf.

## **Section III. Compliance**

### **A. Expectations**

- All students are expected to see that their campaigns are positive.
- Uphold Barnard's community standards of respect, integrity, and accountability.

### **B. Reporting Violations**

- Students who are made aware of a campaign violation should submit a [\*Violations Claim\*](#), which is accessible to the entire student body.
- Any student may submit a *Violations Claim*, which will only be investigated if all information required is provided.
- Violations that are reported to a member of the Elections Commission through any other media cannot be investigated; violations that are directly reported to another SGA member or an administrator will not be investigated.

### **C. Accountability and Consequences**

- Once a *Violations Claim* is submitted, the Elections Commission will investigate the alleged violation.
  - o The Elections Commission will respond to a *Violations Claim* within 24 hours.
- Consequences for violating the Elections Guidelines shall be determined on a case by case basis and can lead to disqualification.
- If you wish to appeal the consequences determined by the Elections Commission, email

- [sgaelections@barnard.edu](mailto:sgaelections@barnard.edu) within 12 hours of being notified of the decision
- Again, we hold Barnard students to an ethics of responsibility, integrity, and accountability, and expect that all students will conduct themselves in accordance with SGA's and Barnard's community standards.

## Section IV. 2018 Timeline

### Sunday, May 31st - Friday, April 5th

#### Mandatory Information Sessions: Student Leadership Collective - Room inside Liz's Place

*Note: Info Sessions last 10 minutes within the time slot*

- o Sunday, 3/31: 11am-2:30pm and 6-8pm
- o Monday, 4/1: 4-8pm
- o Tuesday, 4/2: 1-3pm and 6:30-9pm
- o Wednesday, 4/3: 11am-3pm
- o Thursday, 4/4: 5-8pm
- o Friday, 4/5: 9:30am-12pm and 6-8pm

### Saturday, April 6th

4pm: Candidates must inform the Elections Commission if they will be appointing a campaign manager via email

### Sunday, April 7th

9am: Intent to Run and flyers due via email to the Elections Commission

6pm: Confirmation of Candidates. Electronic Campaigning begins

### Tuesday, April 9th

7pm: Speeches due for candidates unable to attend the Candidate's Forum and who have not assigned a campaign manager (i.e.: a member of the Elections Commission will read the speech)

8pm: Candidate's Forum: MacIntosh Dining Hall - Diana 2nd Floor

Flyers will be distributed after the forum and print campaigning begins

*100 copies of flyers submitted by candidates meeting the Intent to Run deadline will be given to candidates at the end of the Candidates Forum*

### Wednesday, April 10th

9am: Voting begins on *myBarnard*

### Wednesday, April 17th

12pm: Voting closes on *myBarnard*

5pm: Results will be announced