The City College of New York

spring
2016

student government elections

Elections Guidelines

voting days: May 3, 4, & 5, 2016
Lisa S. Coico, President
Maurizio Trevisan, Provost
Juana Reina, Vice President for Student Affairs

Faculty/Staff Members
Katherine Cho, Colin Powell
Alejandro Gonzalez, Student Life and Leadership Development (SLLD)
Evelyn Ortega, SLLD
Johanna Garcia, Government, Community and Cultural Affairs
George Rhinehart, Communications and Marketing
Erica Stephen, Human Resources

Student Members
Kenny Soto, Undergrad
Fatjon Kaja, Undergrad
Timothy McGhee, Undergrad
Nadine Pratt, Undergrad
Ada-Simona Popescu, Grad
# Table of Contents

- Student Governance at CCNY  
  - Page 4
- General Eligibility  
  - Page 4
- Student Government Elections Calendar  
  - Page 5
- Undergraduate Student / Graduate Student Breakdown  
  - Pages 6-7
- General Campaign Rules  
  - Page 7
- Finances  
  - Page 8
- Campaigning & Locations  
  - Page 8
- Materials  
  - Page 8
- Penalties  
  - Page 8
- Grievances to SERC  
  - Page 9
- Sample Appeal  
  - Page 9
- Referenda Guidelines  
  - Page 10
student governance at ccny

The Charter for Governance of the City College calls for significant student participation in the
decision-making mechanisms of The College. The vehicles for this input are primarily the two
Student Governments (the Undergraduate Student Government and the Graduate Student Council), the
Disciplinary Committee and the student representatives on the Executive Committee of each academic
department.

Student representatives serving in each of the bodies noted above are elected by their fellow students
and enjoy a tremendous opportunity to represent the interests of their constituents. Their duties and
responsibilities include:

• Informing the student body on issues and situations that are important to them.
• safeguarding students' rights and privileges
• allocation of funds to student organizations.

general eligibility
criteria for candidates

QUALIFICATIONS – ALL UNDERGRADUATE CANDIDATES

• Minimum Grade Point Average (GPA) – 2.00
• NOTE: Candidates running for President must have a minimum GPA of 2.5.*
• Completion of at least 12 CCNY credits prior to elections.
• Candidates must have completed and earned passing grades in at least 50%
of the credits for which they registered in the prior semester.**
• A completed application along with the signatures of at least 25 students
who endorse you as a candidate.

QUALIFICATIONS – ALL GRADUATE STUDENT CANDIDATES

• Minimum Grade Point Average (GPA) – 3.00
• Candidates must have completed and earned passing grades in at least 50% of the
credits for which they registered in the prior semester.**
• A completed application (signatures must equal at least four (4) times the number
of seats in your division

STUDENTS WHO ARE ON PROBATION MAY NOT RUN FOR OFFICE.

ALL CANDIDATES MUST ATTEND THE CANDIDATES’ ORIENTATION MEETING ON APRIL 12 or 13,
2016 AT 12:30 PM or 5PM. THE DEADLINE FOR ALL APPLICATIONS IS April 11, 2016
spring 2016
student government
elections calendar

march 18
First day that applications for candidacy are available in NAC 1/210.

march 25
Deadline to submit referenda questions for review and clarification*

April 1
Last day to submit candidates' applications and referenda petitions.
All election materials are to be submitted electronically

April 4 – April 7
Certification of applications

April 8
Posting of Eligible Candidates

April 11
Deadline for application appeals (in writing via online petition)
Deadline for Selection of Campaign Manager
Deadline for Slate/Party Registration & Ballot Information

April 12 or April 13
Mandatory Candidates' Orientation Meeting – Room NAC 1/211 at 12:30PM or 5:30PM***

April 19 – April 21
Meet the Candidates Forums

April 14 - May 5
Official campaign period•••

April 22
All original campaign receipts must be submitted by 4:50pm (see finance rule #5 & #8)

April 22 - April 30
spring recess
Classes resume - May 2

May 3, 4 & 5
Voting Period

May 5 (8:30 pm)
Remove of all campaign materials

May 6
Deadline for all Candidate appeals (in writing to via online petition)

June 7
Elected Officers' Orientation (mandatory)

* Please notify The Office of Student Life to have your referendum question reviewed to ensure that it is in the appropriate format and to receive a consultation about the procedures.

** As per CUNY By-laws, a referendum—in the form of a question—proposing changes to college policies (i.e., student activity fees) shall be initiated by a petition of at least ten (10) percent of the appropriate student body before it is presented to the student body for a vote.

*** All eligible candidates are required to attend the Mandatory Candidates Meeting. There are no exceptions.

**** Campaigning of any kind before the Official Campaign Period is prohibited.
undergraduate student government (usg)

The USG is composed of (18) undergraduate senators and eight (8) Executive Committee members elected by the undergraduate student population at The City College. President, Executive Vice President, Vice President of Finance, Vice President of Academic Affairs, Vice President of Campus Affairs, Vice President of Student Affairs, Vice President of Public Affairs. The Student Ombudsperson sits as one of several ex-officio members of the USG Executive Committee. Senatorial representation is apportioned—undergraduate students elect senators to represent their major area. Three non-government members representing undergraduate students on the Disciplinary Committee also are elected.

The major academic areas (i.e., School and Divisions) and the number of available senatorial and Disciplinary Committee seats are presented below.

<table>
<thead>
<tr>
<th>School/Division</th>
<th>Senatorial Seats*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>1</td>
</tr>
<tr>
<td>Bio-Med</td>
<td>1</td>
</tr>
<tr>
<td>CLAS</td>
<td>11</td>
</tr>
<tr>
<td>Education</td>
<td>2</td>
</tr>
<tr>
<td>Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Disciplinary Committee</td>
<td>3</td>
</tr>
</tbody>
</table>

* Based on Fall semester enrollment figures; seat apportionment may change based on Spring semester enrollment.

QUALIFICATIONS – FOR EXECUTIVE OFFICERS

- As per CUNY Guidelines, a minimum GPA of 2.0 is required to run for positions in the USG.
- Candidates running for President must have a minimum GPA of 2.5.
- Completion of at least 12 CCNY credits prior to elections.
- One semester’s experience as a senator, departmental representative or executive officer of a student organization.
- A completed Application for Candidacy.
- Statement of why the candidate chooses to run for the stated position. (See Application for Candidacy)
- Candidates must have completed and earned passing grades in at least 50% of the credits for which they registered in the prior semester.

QUALIFICATIONS – USG SENATORS

- Candidate possess and maintain a 2.0 GPA.
- Completion of at least 12 CCNY credits prior to elections.
- Undergraduate students who are enrolled in the division they seek to represent.
- A completed Application for Candidacy.
- Statement of why the candidate choose to run for the stated position. (See Application for Candidacy)
- Candidates must have completed and earned passing grades in at least 50% of the credits for which they registered in the prior semester.

QUALIFICATIONS – FOR EXECUTIVE OFFICERS

- As per CUNY Guidelines, a minimum GPA of 2.0 is required to run for positions in the USG.
- Candidates running for President must have a minimum GPA of 2.5.
- Completion of at least 12 CCNY credits prior to elections.
- One semester’s experience as a senator, departmental representative or executive officer of a student organization.
- A completed Application for Candidacy.
- Statement of why the candidate chooses to run for the stated position. (See Application for Candidacy)
- Candidates must have completed and earned passing grades in at least 50% of the credits for which they registered in the prior semester.

student ombudsperson
(See Qualifications – All Undergraduate Candidates)
- Undergraduate students must submit a completed Application for Candidacy.

NYPIRG board member
(See Qualifications – All Undergraduate Candidates)
- Undergraduate students must submit a completed Application for Candidacy.
The GSC is the governing body of the Graduate Student Association of The City College. Elected Councilors select by vote the GSC Executive Committee from among elected members. The number of Councilors representing the various graduate units is as follows:

<table>
<thead>
<tr>
<th>School/Division</th>
<th>Seats*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>3</td>
</tr>
<tr>
<td>Education</td>
<td>6</td>
</tr>
<tr>
<td>Engineering</td>
<td>5</td>
</tr>
<tr>
<td>Liberal Arts and Science</td>
<td>12</td>
</tr>
</tbody>
</table>

*Based on Fall semester enrollment figures.

**QUALIFICATIONS FOR COUNCILOR**

- As per CUNY Guidelines, a minimum GPA of 3.0 is required to run for positions in the GSC.
- As per CUNY Guidelines, candidates must have completed and earned passing grades in at least 50% of the credits for which they registered in the prior semester.
- Statement of why he/she chooses to run for the stated position. (See Application for Candidacy)
- A completed application (signatures must be at least equal to 4 times the number of seats in your division). For example, a student running for Architecture Councilor must collect 12 signatures (3 seats x 4 times number of seats).

**GENERAL CAMPAIGN RULES**

1. All candidates are required to attend the Mandatory Candidates' Orientation Meeting. (See elections calendar for date/time)
2. For USG, a slate must include at least six undergraduate candidates running for executive positions with no more than one person per position.
3. For GSC, a slate must have at least 3 graduate student candidates.
4. USG and GSC slates that combine must meet both criteria.
5. Each party/slate must select a Campaign Manager. The Campaign Manager will be the primary liaison between the party/slate and the SERC. The Campaign Manager will receive all pertinent information from the SERC regarding policies, procedures and SERC rulings. The Campaign Manager will be responsible for disseminating this information to their slate/party.
6. Student Ombudsperson and Disciplinary Committee candidates must run independently.
7. All appeals/grievances presented to the Student Elections Review Committee (SERC) should follow the format described in this document.
8. The candidates must remove all campaign materials on last day of elections by 8:30pm or the election results will not be announced.
9. The SERC reserves the right to develop, create and notify candidates of any additional rules or regulations it deems necessary to conduct a fair and smooth-running student election.
FINANCE

1. Funding will not be provided by either the college, the SERC, Undergraduate Student Government, Graduate Student Council, The Paper, The Campus, WCCR, SAME TV, Student Clubs/Organization or the office of the Student Ombudsperson, or any other CUNY student organization.

2. Slates may not spend more than $1,000 on their campaigns. This includes donations, resources, services, special productions, monies earmarked for campaigning, and in-kind contributions. All materials used for campaigning will be assessed for cost/value at the SERC’s discretion.

3. Each independent candidate may not spend more than $200 on his/her campaign.

4. USG and GSC slates that combine will not be allowed an increased spending limit.

5. An itemized list of all receipts and a sample of all materials must be provided to the SERC.

6. Candidates must identify the location of oversized materials (e.g., banners) for which samples cannot be provided.

7. Materials not listed or sampled cannot be used for campaigning.

8. All original receipts for campaign expenses must be retained and handed into the SERC by April 27, 2015 at 4:50pm.

9. The SERC will not provide any reimbursements for removed or defaced materials.

CAMPAIGNING & LOCATION

1. The Official campaign period begins on April 3, 2015. Campaigning of any kind before this time is prohibited. This includes the use of social media. For clarification on what constitutes campaigning please consult the SERC.

2. Banners will be allowed outside of buildings (that are not under construction) anywhere on campus and inside the Rotunda. Banners cannot be placed on construction sites (e.g. barricades, fences and scaffolding) or off-campus structures (e.g. lamppost).

3. It is inappropriate and prohibited to use the floor of any building for campaigning.

4. Chalking is not allowed on Campus grounds except on Chalk Boards.

5. Unless indicated by tape, the posting and distribution of campaign materials within 50 feet of any polling site is prohibited during the voting period. Campaign materials are defined as flyers, posters, banners, or any other promotional item.

6. Computer labs and kiosks in the lobby are considered polling areas.

7. If another language is used on election materials, English translations must also be included on the same materials.

8. Posting is not allowed on elevated, unsafe areas e.g., bridges, roofs, etc.

9. The SERC alone shall designate areas of voting.

MATERIALS

1. The use of permanent attachments (e.g., glue, nails, paint, duct tape, staples) in posting campaign materials is prohibited. The only acceptable materials for posting are masking tape and string.

2. No posting on painted surfaces, windows or columns except painted bricks.

3. The use of amplified sound devices during the campaign period will be allowed in the NAC Rotunda and outside the building only during Thursday Club hours, 12:20am – 1:50pm (except during the Voting Days). The use of silent visual projection devices will be permitted.

4. For donated/discounted materials and services, the SERC will use the current market (including student discounts) to determine the final cost of said materials and services.

PENALTIES

1. Any candidate found guilty of removing or defacing any other candidate’s campaign material posted in a legitimate posting place will be disqualified from the election.

2. Any fabrication of receipts will result in automatic disqualification.

3. Violation of campaign rules may result in suspension of campaign privileges or elections disqualification as determined by the SERC.
GRIEVANCES TO THE SERC
Candidates/Slates that wish to present an appeal/grievance to the SERC must follow the following format.

- All appeals/grievances must be typewritten. No hand-written appeals/grievances will be accepted.
- Slates must submit all grievances and appeals through their campaign manager.
  - Name of the person presenting the appeal/grievance
  - Date of the appeal/grievance
  - Signature of the person presenting the appeal/grievance.
- Appeals and grievances must be submitted in the appropriate format to serc@ccny.cuny.edu within 24 hours of any alleged transgression.

SAMPLE APPEAL

TO: Student Election Review Committee (SERC)
FROM: John Example, Engineering Senatorial Candidate
DATE: March 9, 2016
RE: Postings in the cafeteria

I would like to report an election rules violation made by (Candidate Name), an independent engineering senatorial candidate. Wednesday, April 8, 2016, (Candidate Name) of the slate posted several of his/her flyers in the cafeteria.

These postings violate Rule #6: Campaigning will be allowed anywhere on campus except the libraries and the cafeteria.

It is clear that Candidate Name was trying to gain an unfair advantage over other electoral candidates. I ask that SERC suspend (Candidate Name) posting privileges for the rest of the campaigning period.

Thank you for your time and consideration.

Sincerely,

John Example
SECTION A. PROCEDURES

1. Any group(s) or individual(s) seeking to place referenda on the ballot shall submit a written copy of the proposed referenda to the Student Elections Review Committee (SERC).
2. All petitions not submitted in accordance with these regulations immediately shall be declared null and void.

SECTION B. DEADLINES

1. All referenda items should be submitted for review by March 25, 2016.
2. Deadline for final submission of all referenda is April 11, 2016.

SECTION C. REQUIREMENTS TO PLACE REFERENDA ON BALLOT

1. Before petitions can be circulated, all referenda material shall be presented to the SERC for review and clarification no later than April 11, by 4:50 PM. Materials submitted for review and clarification will be presented to the CUNY Office of Legal Services to ensure the proper format.
2. No expenses related to referenda, its publicity, information and dissemination should be paid from student activity fees.
3. All referenda petitions must be signed by at least 10% of the appropriate student body to be placed on the ballot.
4. Petitions will not be considered valid unless the each student’s printed name and their CityMail, user ID, and zip code appear next to their name. The SERC will check each student to make sure they are valid.
5. For a student to be considered valid (a) the student must be registered for the Spring semester, (b) the student’s name should not be repeated, (c) the student’s name should appear as it does in eSIMS legible, and (d) the student’s name, CityMail, and zip code must be complete.
6. The text or summary of a referendum must appear on the same sheet as the signature. Any referendum proposing modification of existing student activity fees must indicate both the present fee structure and the proposed change. Clarity is the determining factor in the number of signatures required per page. Generally, 20 signatures per page on letter size paper and 30 signatures per page on legal size paper will be acceptable. Each sheet must contain actual and original signatures.

SECTION D. RATIFICATION

A referendum shall be considered for ratification when a majority of the student vote approves it. Final ratification is contingent upon the review and approval of the CUNY Board of Trustees.