SPRING ELECTIONS INFORMATION PACKET

SPRING 2019

Fisher Student Center 2029-L
sgaelections@uncw.edu
www.uncw.edu/sga
Dear Candidates,

I am thrilled that you have decided to run for a position within a student organization that truly represents the voice and vision of the student body. Being a part of the Student Government Association (SGA) requires commitment and dedication, but rewards each individual with knowledge, leadership skills, personal experiences, and countless rewarding memories.

Elections are run by the SGA Elections Board. This committee is made up of seven students, including myself, 3 of which are off-body members and 4 that are on-body members. I will serve as the Elections Board chair and therefore will oversee the election process and serve as your contact person throughout the process. The Elections Board created this packet to help you understand the rules and regulations of the SGA Elections.

Included in this packet is a nomination form that must be filled out completely and legibly. Make sure to answer the questions found at the bottom in the Statement of Qualifications. The answers will also serve as your platform statement for use with the on-line ballot links. **It must be typed and submitted via email in PDF** (this can be done in the Campus Activities & Involvement Center) to sgaelections@uncw.edu by **5:00 PM on February 28, 2019**. You are required to submit your Student Nomination Form to the Campus Activities & Involvement Center (Fisher Student Center, Room 2029-L) no later than **5:00 PM on Thursday, February 28, 2019**. Forms turned in after this time will not be accepted for candidacy and your name will not appear officially on the elections ballot, regardless of any possible extenuating circumstance.

The Elections Board will need to verify your eligibility to run for your desired Student Government position. The Campus Activities & Involvement Center and Office of the Dean of Students will be used to verify your eligibility as a student in good judicial standing with the university. **The basic requirements to become a member of the UNCW Student Government Association are as follows:**

- All candidates must be a registered as a full-time student with the exception of graduate and non-traditional students.
- All candidates must have a current or cumulative grade point average of at least 2.5 except in the case of students running for the positions of Student Body President or Student Body Vice President, which requires a current and cumulative GPA of at least a 2.5.
- Candidates cannot currently be on disciplinary probation.
- All candidates must agree to allow appointed faculty/staff members to verify grades, disciplinary history, selected major, and hours earned.
- Candidates must be classified as a member of their respective class by the beginning of the fall semester of their term in office.
- Any candidate who runs for an office representing a particular academic school must have been officially accepted by that school.

**For a candidate’s name to appear on the ballot, he/she is required to:**

- Complete and submit the required forms by **5:00 P.M. Thursday February 28, 2019**
- Complete the Candidate’s Quiz by **Thursday, February 28, 2019** and result in a score of at least a 70.
  - Those individuals elected via the write-in process must complete the survey by 5pm on the Monday following the election results being announced with a score of 70 or higher (**Monday, March 25, 2019**).
- Attend one Candidate’s Information Session
- Attend two Senate Meetings

All candidates should be aware that, if elected, he/she will be required to attend Senate meetings during their term in
Weekly Senate meetings will be held on Tuesdays at 6:30 p.m. in both the fall and spring semesters. Further expectations for the Senate are outlined in our constitution, including completing two office hours a week, becoming a member of 2 SGA committees and attending those committee meetings regularly, and attending required training sessions. These requirements can be accessed via our website: www.uncw.edu/sga.

I hope that you will find the Elections Board helpful and the election process straightforward. The committee is thrilled about working with all of you to ensure your campaigning experience is enjoyable! This packet contains all of the information you need to know regarding your campaigning efforts and the election process. If you need further explanation or have any questions or concerns, please contact me anytime by e-mail at mhw3278@uncw.edu.

Best of luck!

Megan Shoff  
Senior Class President, 2019
Charge for Candidacy – The Spirit of Running for Office

Dear UNCW Student Leader and Fellow Seahawk,

Representing your peers in student government is an opportunity of distinction and honor. For some, this experience will help to round out a complete undergraduate experience and provide essential skills that will help you become more marketable and successful after commencement. For others, this will be the first of many experiences in public service, civic engagement and democratic governance (many former SGA leaders advance to continue their careers in political science, municipal/state/national government, non-profits and various other related career areas).

While being elected by popular vote by your peers is a thrilling and ego-satisfying experience, the opportunity to serve and represent the needs of fellow students should be the primary motivation for your ambition to be elected to an SGA office. The decisions you make and work you do will have a direct impact on the satisfaction of your fellow students’ college experience, and on the quality of the broader UNCW campus. As is the case in politics and other offices of public service, the work will often be thankless, complicated and exhausting, and the number of things you seek to accomplish during your term may exceed the time you have to complete them.

The university expects that students will honor the Seahawk Respect Compact, our guiding philosophy for membership to the UNCW community. More than just words on paper, this mantra distinguishes UNCW students, faculty and staff from any other campus across the state and beyond. Applying this philosophy to SGA elections means being ethical and respectful of opponents while campaigning (not engaging in “dirty politics”), speaking to key issues versus personally attacking opponents during debates, doing sufficient research before formulating an opinion and position (“doing your homework”), taking into consideration your peer’s input on various campus issues, supporting the university on decisions made for the welfare of the whole, and relying on advisors and the university administration for support and critical feedback relative to your role in office. Just as practice improves the game, learning these skills at the outset of your student governance experience will translate into productivity if you are elected to office.

We are confident that whether you are elected or not your campaign experience will prove beneficial to your broader UNCW experience. Thank you for your ambition and interest, and good luck.

Sincerely,

Dr. Mike Walker
Associate Vice Chancellor for Student Affairs/Dean of Students
# 2019 Spring Elections Timeline

Classes resume Monday, January 14\textsuperscript{th}, 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Feb 4, 2019</td>
<td>Elections packet is available online (<a href="http://www.uncw.edu/sga">www.uncw.edu/sga</a>) and in the Campus Activities and Involvement Center (CAIC) in FSC 2029.</td>
</tr>
<tr>
<td>Tues Feb 5, 2019</td>
<td>Candidate’s Information Session #1 at 5:30 (In SGA Office, CAIC FSC 2028)</td>
</tr>
<tr>
<td>Tues Feb 5, 2019</td>
<td>SGA Senate Meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Mon Feb 11, 2019</td>
<td>Candidate’s Information Session #2 at 5:30 (In SGA Office, CAIC FSC 2028)</td>
</tr>
<tr>
<td>Tues Feb 12, 2019</td>
<td>SGA Senate Meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Tues Feb 19, 2019</td>
<td>Candidate’s Information Session #3 at 5:30 (In SGA Office, CAIC FSC 2028)</td>
</tr>
<tr>
<td>Tues Feb 19, 2019</td>
<td>SGA Senate Meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Tues Feb 26, 2019</td>
<td>SGA Senate Meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Wed Feb 27, 2019</td>
<td>Candidate’s Information Session #4 at 5:30 (In SGA Office, CAIC FSC 2028)</td>
</tr>
<tr>
<td>Thurs Feb 28, 2019</td>
<td>Completed Student Nomination Form, Information Release Form and the Affirmation to Uphold the Spirit of the Election Form (pages 11 &amp; 12) due by 5:00 p.m., time-stamped by the Involvement Specialist (front desk worker) in the CAIC office (FSC 2029). Statement of Qualifications (page 13) due electronically by email by 5 p.m. to <a href="mailto:sgaelections@uncw.edu">sgaelections@uncw.edu</a>. LATE SUBMISSIONS WILL NOT BE ACCEPTED. Candidate’s Quiz due by 5:00 p.m. (Link to quiz will be e-mailed out and uploaded to <a href="http://www.uncw.edu/sga">www.uncw.edu/sga</a>).</td>
</tr>
<tr>
<td>Sat Mar 9, 2019</td>
<td>Spring break begins</td>
</tr>
<tr>
<td>Sun Mar 17, 2019</td>
<td>Spring break ends</td>
</tr>
<tr>
<td>Mon Mar 18, 2019</td>
<td>Campaigning begins at 12:01 a.m.</td>
</tr>
<tr>
<td>Tues Mar 19, 2019</td>
<td>SGA senate meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Thurs Mar 21, 2019</td>
<td>Meet the Candidates Event at 5:00 p.m. (Warwick Ballroom)</td>
</tr>
<tr>
<td>Mon Mar 25, 2019</td>
<td>Election polls open at 9:00 a.m.</td>
</tr>
<tr>
<td>Tues Mar 26, 2019</td>
<td>SGA senate meeting at 6:30 p.m. (Azalea Coast Room, FUU)</td>
</tr>
<tr>
<td>Thurs Mar 28, 2019</td>
<td>Elections polls close at 4:00 p.m., Expenditure Report Form, Violation Form, and Candidate’s Checklist due by 4:00 p.m. to the CAIC office (FSC 2029).</td>
</tr>
<tr>
<td>Thurs Mar 28, 2019</td>
<td>Elections results announced at 5 p.m. in the Gateway Lounge, outside of the CAIC office. Pending the certification of the Elections Board.</td>
</tr>
<tr>
<td>Thurs Mar 28, 2019</td>
<td>In the event of a violation, pending violations investigated by the Elections Board, and all election results must be announced at 7:00 p.m. (if not previously announced).</td>
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<tr>
<td>Mon Apr 1, 2019</td>
<td>Run-off polls open at 9:00 a.m.</td>
</tr>
<tr>
<td>Wed April 3, 2019</td>
<td>Run-off polls close at 4:00 p.m., violation forms due by 4:00 p.m.</td>
</tr>
<tr>
<td>Wed April 3, 2019</td>
<td>Run-off results announced by 6:00 p.m., pending certification of the Elections Board.</td>
</tr>
<tr>
<td>Tues April 16, 2019</td>
<td>SGA inauguration at 6:00 p.m. (Burney Center)</td>
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❖ Each candidate must attend one of the candidate’s information sessions scheduled for February 5, February 11, February 19, or February 27. Late arrival and/or early departure may result in a violation and/or disqualification. If you cannot make any of the dates, schedule a personal meeting with the Senior Class President by contacting her at mhw3278@uncw.edu before 5:00 PM on Thursday, February 28. Absences, late arrivals, and/or early departures will only be excused by the Election Board if proper documentation and reasoning is presented to the Election Board Chair at least 48 prior to the start of the meeting per #11 below.

❖ Failure to submit any and all required forms on time will lead to immediate disqualification.

❖ All dates, times, and locations are subject to change at any time. Changes will be communicated by the Elections Board Chair (Megan Shoff) via e-mail and/or the SGA website.

❖ In the event that a date and day do not align on the timeline, the numerical date will supersede the day of the week.

Candidate Expectations/Campaigning Policy

1. Students are required to remain in good standing with the University Conduct system as well as adhere to the The Code of Student Life, all UNCW Housing and Residence Life policies, and all policies contained within those documents/areas. Students are further expected to adhere to all local, state, and federal laws. Any pending investigation against a candidate by the University, or outside Government entity is grounds to remove a candidate from the process under the Election Board’s discretion.

2. Campaigning begins at 12:01 am on Monday, March 18, 2019. Campaigning of any kind (including but not limited to posting flyers, word of mouth, t-shirts, chalking, social networking sites, etc.) before this time will be deemed a violation and will be addressed accordingly by the Election Board.

3. Social networking websites such as Facebook, Twitter, Instagram, etc., are not controlled by the Election Board. No violations may be filed in regards to these matters except for as stated in #2 (above) pertaining to the start time of campaigning.

4. Campaigning, including the distribution of campaign materials must be done in accordance with University policy (found in the "Code of Student Life") and the rules set forth in this packet. Conduct for mass emails must align with the UNCW Mass Email Policy, stating that no mass emails must be sent out to a group of students unless said group has “opted in” to emails of that nature or the authority of said group determines that the message is appropriate for the group (07.200.14 UNCW Mass Email Policy).

5. No one besides the candidate may remove his/her own material, unless it is in violation, in which case it will be done by the Election Board Chair or by the candidate's designee.

6. Candidates may not solicit the use of laptop computers, university maintained or personal computers, or any other electronic devices (i.e. iPod touch, smartphones, tablets, etc.) as a means of voting.

7. Neither candidates nor their representatives may “go door to door” to campaign and/or solicit votes on campus including residence halls, as well as off-campus residences.

8. Candidates may contact an organization at any time during the campaigning and polling period. They may visit only after they are invited from the president or leader of the organization. A laptop or portable device may be used to display the candidate’s platform or show the UNCW elections site, but not to vote or where to specifically click the candidate’s name.
9. Use of the Student Government and Campus Activities & Involvement Center offices for campaign purposes is prohibited. This includes use of supplies (including promotional) and/or facilities in relation to their campaigns. During elections, candidates may only conduct business of the Student Government Association while in the Student Government and CAIC offices.

10. If a candidate has election or campaigning questions, he/she should contact the Election Board Chair via email at mhw3278@uncw.edu.

11. Attendance is required at a minimum of two entire Senate meetings. Senate meetings will be held on February 5, February 11, February 19, and February 27, 2019. Candidates must attend the Senate Meetings from 6:30 p.m. until the Student Body Vice President adjourns the meeting. Late arrival and/or early departure will constitute an absence and will result in an election violation and/or immediate disqualification per the discretion of the Elections Board. Absences, late arrivals, and/or early departures will only be excused by the Election Board if proper documentation and reasoning is presented to the Election Board Chair at least 48 hours prior to the start of the meeting. Emergency situations that arise less than 48 hours before the meeting time will be considered by the Election Board only if proper documentation is provided within 24 hours following the incident and the Senate meeting when provided to the Election Board Chair. The Election Board reserves the right to use their discretion in excusing a candidate from a meeting. Reasons such as studying, work, class or any other commitments that can be foreseen and planned ahead of time will not be entertained or excused by the Election Board. Acceptable reasons include illness (must provide documentation of doctor/hospital visit within 24 hours before or after the meeting) and family emergency (must receive e-mail from the Office of the Dean of Students Office as documentation). Other circumstances will be entertained at the discretion of the Election Board.

12. If a candidate is disqualified from the election, he/she is then ineligible to run for the remainder of that term; (i.e. - if the candidate is disqualified in this Spring Election, the next time they can run for office is in the Spring Election of the following election term.) For more information about disqualification, refer to the Disqualification section on page 9.

13. Write-in candidates, or those seeking write-in candidacies, will be held responsible for Candidate Expectations/Policies 1-10 and 12, 14, 15 as outlined above.

14. Should an updated SGA Elections Packet fail to receive Senate approval in accordance with Title VI statute 605.2, the last approved update to elections policies for the previous term, these Statutes, and/or the SGA Constitution shall govern all election proceedings for that semester.

15. According to Title VI statute 605.4.1, should any information provided in the SGA Elections Packet be contradictory, the Elections Statutes shall supersede the Elections Packet.

**Student Government Election Poster/Painting Policy**

1. The Election Board adopts the posting policy as outlined in the Code of Student Life. This can be referenced but not limited to page 57 or the entire code can be found at: [http://uncw.edu/odos/documents/cosl-current.pdf](http://uncw.edu/odos/documents/cosl-current.pdf)

2. Posters may not be hung with any adhesive backs or stickers of any kind unless that is the requirement of the particular building (i.e. residence halls). Except for in residence halls, all materials must be mounted with pushpins or staples to allow removal from the surface without defacement.

3. Handbills/handouts/campaigning material may not include coupons.
4. All campaign materials must clearly identify who they are posted by and for what purpose. For banner policy, see Code of Student Life Section VI-3-H.

5. If a candidate has a specific posting need or request not addressed above, he/she should contact the Election Board chair.

**Reporting of Election Violations**

The Election Board holds all responsibility on hearing and interpreting all facts relevant to any incident. Based on their discretion they hold the right to remove any candidate from the election process based on any upheld violation against the candidate. During the process the Election Board will adjudicate all incidents fairly taking into account any prior violations that were upheld and any repeat incidents.

Any Candidate who is found in violation of any three infractions regardless of severity will be immediately removed from the election process and will no longer be eligible to run for a position either on the ballot or as a write-in candidate.

In line with SGA’s goal to be transparent to the student body all violations that are upheld will have the Election Board summary posted online for students viewing. In the event of an appeal to the upheld decision the current status of any violation will be kept current on the website including a summary of Appeals Board decision if necessary.

In order to report violations, students must acquire and fill out an Elections Violation Form. This form can be found online at www.uncw.edu/sga under the “Elections” tab. This form must be returned to the Election Board Chair in the Campus Activities & Involvement Center. For a violation to be considered, the person filing the Violation Form must be willing and able to appear before the Election Board to present his/her claim. The person filing the Violation Form will be notified within 12 hours of the reported claim of the Election Board and/or Appeals Board meeting as to the date and time of the Election Board and/or Appeals Board meeting. Violation Forms must be received, and time stamped no later than Thursday, March 28, 2019 at 4:00 PM.

**Election Policy Enforcement**

Interpretation and enforcement of the election rules shall be the responsibility of the Election Board. If the Election Board is not in operation, the responsibility falls to the Election Board Chair. The Election Board shall be responsible for interpretation of a candidate’s eligibility to run. The Student Government Constitution governs the Student Government Elections.

**Elections Appeal Board**

Any violation that is upheld by the Elections Board may be appealed for reconsideration by the Elections Appeals Board. The Elections Appeals Board is made up of the Election Board Committee Chair and five students, two of which are off-body members and three of which are on-body members. The Elections Appeals Board will nominate and elect their Elections Appeals Board Chair. Appeals must be submitted on a Student Government Election Appeals Form, which can be obtained online at www.uncw.edu/sga. There are two types of appeals:

1.) Candidates and write-in candidates may appeal an upheld violation decision made by the Election Board, including but not limited to: rulings on election policy violations, rulings on the appropriateness of campaign material, rulings on candidate and write-in candidate eligibility, and sanctions imposed for election policy violations.

2). Candidates and write-in candidates may appeal election results announced by the Elections Board for reasons directly related to the tabulation/reception of votes.

The claimant must return the Student Government Election Appeals Form within three business days of the decision.
made by the Election Board to the Campus Activities & Involvement center located on the second floor of the Fisher Student Center. Upon receiving an appeal, a special Appeals Board meeting will be called. This committee shall consist of the Elections Board Chair plus five members, with a maximum of three SGA on-body members. All decisions made by the Appeals Board are final. Election Board members are ineligible for membership on the Appeals Board.

**Run Off Election**

In the case that there is no simple majority for the position of Student Body President and/or Student Body Vice President, a run-off election will be held between only the candidates or write-in candidates (write-in or official) tied for most votes received. If only one candidate remains on the ballot the election will be open to any eligible students to run as write-in candidates. Run-off elections will be held within seven calendar days to determine the winning candidate or write-in candidate. The winning candidate must receive a majority of the votes (50% +1). The Election Board will publicize the candidate’s initial platform statement during the run-off elections. In the event that any other position experiences a tie, the Senatorial Board will accept choose a winner by an interview process between the tied candidates.

**Study Abroad Elections Process**

1. The study abroad elections process pertains to individuals actively participating in a study abroad program that wish to participate in the Elections process.

2. Study Abroad Candidates will be held responsible for Candidate Expectations/Policies 1-10 and 12, 14, 15 as outlined above.

3. Candidates must phone-in, call or skype to participate in the entirety of one candidate’s information session. You must email the Election Board Chair (mhw3278@uncw.edu) by 5:00 PM on Thursday February 21, 2019 to RSVP for a Candidate’s Meeting.

4. The Student Nomination Form, Information Release, and Statement of Qualifications forms must be emailed to mhw3278@uncw.edu by Thursday, February 28, 2019 by 5:00 PM EST with a digital or scanned copy of all receipts and donations. An Expenditure Request form must be submitted even if no campaign expenditures have been used by Thursday, March 28, 2019).

**Class Standing**

Check to ensure that your class standing by credit hours aligns with the class position you wish to run for (i.e. freshman/sophomore/junior/senior). If your credit hours do not align with the class you wish to represent, please initial at the bottom of the Student Nomination Form (page 11) and submit an explanation along with the form of why you wish to represent a different class by 5:00 PM on February 28, 2019. The explanation is subject to review by the Senior Class President, and the student will be informed of a decision within 24 hours.

**Campaign Finance**

- All candidates running for office and write-in candidates in the Student Government Association shall be limited to spending $400.00 total expenditures. This includes all donations and personal expense. If the expenditures exceed $400.00 the candidate will be disqualified.
- Candidates and write-in candidates are required to verify their spending by providing receipts for all campaign expenses and detailed documentation of all donations received via the Expenditure Report.
- In the event of a run-off, election each candidate may use an additional $100.00.
- Even if campaign expenditures equal $0, an expenditure report is still required.
- Failure to provide an accurate expenditure report to the Election Board shall result in disqualification of a candidate and write-in candidates.
Write-in candidates will be required to submit an expenditure report within 24 hours of being notified by the Election Board of the election results.

Each candidate must turn in a separate financial forms showing their expenses even if they combined their allotted amounts.

Items that are purchased for the purpose of the elections process must be declared including but not limited to chalk, t-shirts, posters and promotional items.

Items that are pre-owned and are incidental in nature, per the discretion of the Election Board Chair, do not need to be declared. Written confirmation must be obtained from the Election Board Chair for any pre-owned items.

**Required Votes**

Candidates and write-in candidates for Student Body President and Student Body Vice President must receive a *simple majority* of votes (50% + 1). Candidates and write-in candidates for all other senate positions must receive a *plurality of votes* (more votes than all other candidates).

**Disqualification**

A candidate can be disqualified for committing any one of the following, or any combination of the following: Failure to submit completed Student Nomination Form, Information Release Form, Statement of Qualifications, and/or Affirmation to Uphold the Spirit of the Election by 5:00 PM on Thursday February 28, 2019, failure to complete the Candidate’s Quiz by 5:00 PM on Thursday, February 28, 2019, failure to submit completed Expenditure Report Form and/or Candidate’s Checklist by 4:00 PM on Thursday March 28, 2019, late arrival or early departure from a Candidate’s Information Session and/or receiving 3 violations that are upheld by the Elections Board. **If a candidate is disqualified for any of these reasons, s/he may still be eligible as a write-in candidate.**

**Write-in Candidacy**

Write-in candidates are allowed in all general SGA elections. Write-in candidates will be held accountable for policies 1-10, 12-15 outlined in this packet. Write-in candidates may not have their classification changed to accommodate altered credit hours: they may only be written in for the class which applies to their class standing by credit hours. Those individuals elected via the write-in process must complete the candidate’s quiz by 5:00 PM on the Monday following the election results being announced with a score of 70 or higher as well as submit a completed Statement of Qualification and Expenditure Report Form by 5:00 PM (Thursday, March 28, 2019).

**Election Certification**

The Election Board Chair and the Vice Chancellor of Student Affairs, or his/her designee must certify all election results.

**Posting of Election Results**

The Election Board shall post the total number of votes cast in the general election in the SGA office (Fisher Student Center, Room 2029-L) within 24 hours of the closing of the voting period (Thursday, March 28, 2019) assuming no run-off election is necessary.
A printed out, completed hard copy of this form must be submitted before 5 PM on February 28, 2019 to the Involvement Specialist in the CAIC Office, FSC 2029 so that it can be date and time-stamped.

Student Nomination Form

Name: _________________________________________________

First     Last     Middle Initial

Phone#___________________________________

UNCW Email Address_______________________

Desired Position (Please Check 1 of the following):

_____ I wish to run for Student Body President

_____ I wish to run for Student Body Vice President

_____ I wish to run for Senior Class President

_____ I wish to run for Senior Class Representative (Two Positions Available)

_____ I wish to run for Junior Class President

_____ I wish to run for Junior Class Representative (Two Positions Available)

_____ I wish to run for Sophomore Class President

_____ I wish to run for Sophomore Class Representative (Two Positions Available)

_____ I wish to run for College of Arts and Sciences Representative (Two Positions Available)

_____ I wish to run for Cameron School of Business Representative (Two Positions Available)

_____ I wish to run for Watson School of Education Representative (Two Positions Available)

_____ I wish to run for School of Nursing Representative (Two Positions Available)

_____ I wish to run for Honors College Senator (One Position Available)

_____ I wish to run for Non-Traditional Student Representative

_____ I wish to run for International Student Representative

_____ I wish to run for an At-Large Representative Position (15 Positions Available)

Your credit hours may not align with the class that you identify with. If you wish to run for a class position and you are not actually in that class by credit hours (i.e. you are a first year student but have junior status via transfer/AP/IB credit and wish to run for Sophomore Class Representative), please initial here _______ and attach an explanation of why you wish to run for this position as opposed to a position in your class by credit hours. The Election Board will review your request and inform you of their decision to allow you to run for a class officer position that is not congruent with your current class standing as soon as possible.

A printed out, completed hard copy of this form must be submitted before 5 PM on February 28, 2019 to the Involvement Specialist or full time professional staff member in the CAIC Office, FSC 2029 so that it can be dated and time-stamped. This form may only be given to an Involvement Specialist.
Information Release

I, ________________________, candidate for an office in the Student Government Association, will remain a full-time student at the University of North Carolina Wilmington throughout my term in office (Term ends upon the inauguration of an officer’s successor). I fully understand that violations of election rules, as presented in this packet, and/or the Student Code of Life will constitute grounds for disqualification or impeachment. I give permission to the Campus Activities & Involvement Center and/or Office of the Dean of Students to check my records (academic and judicial) to determine if I am eligible to run for this office.

Signature_______________________________  Date_________________________

Student ID Number: ________________________

Affirmation to Uphold the Spirit of the Election

I, ________________________, candidate for an office in the Student Government Association, will uphold the spirit of the election. I will do this by refraining from any negative campaigning as well as giving respect to all those involved in the election process. I will not intentionally pursue actions that are unethical or uncharacteristic of a UNCW student leader. I will always remember that my actions represent that of the UNCW SGA. I understand all policies and responsibilities of being a part of the Student Government Association. I affirm I have read and understand the complete elections packet.

Signature ______________________________  Date ___________________________

A printed out, completed hard copy of this form must be submitted before 5 PM on Thursday, February 28, 2019 to the Involvement Specialist in the CAIC Office, FSC 2029 so that it can be date and time-stamped. This form may only be given to an Involvement Specialist.
Statement of Qualification
Please answer the following questions and email the responses to the Election Board Chair at or before 5 PM on Thursday, February 28, 2019

1. All elected officials serve as a liaison between the University’s Administration and the Student Body; if elected, what will you do to ensure that your constituents’ interests are addressed?
2. How will you ensure that your constituents are well informed of decisions made by their representatives?
3. What previous experience or qualities do you possess that help you better serve the UNCW Student Body?
4. All elected offices require a tremendous time commitment, including but not limited to: Body meetings, committee meetings, office hours and tabling. In what ways will you work to balance your academic requirements and other obligations, to ensure that the interests of the UNCW student body are represented to the fullest extent possible?
5. If elected, how would you collaborate between the Senate and the Executive Board in order to advance the work of the Student Government Association?

A completed electronic copy of these questions or an equivalent platform statement must be submitted before 5 PM on Thursday, February 28, 2019 to sgaelections@uncw.edu.
A printed, hard copy of these questions will not be accepted.

The “Statement of Qualification” questions will serve as your platform statement and will be accessible online by voters during the election process, so please keep personal information such as ID numbers off your responses. Your responses will be posted exactly in the format they are submitted.

Candidates’ Information Sessions
● Tuesday, February 5 at 5:30 (In SGA Office, CAIC FSC 2028)
● Monday, February 11 at 5:30 (In SGA Office, CAIC FSC 2028)
● Tuesday, February 19 at 5:30 (In SGA Office, CAIC FSC 2028)
● Wednesday, February 27 at 5:30 (In SGA Office, CAIC FSC 2028)

All candidates are required to attend a candidates’ information session in order to remain eligible for the SGA Elections. If you are unable to attend one of the above scheduled meetings, you must schedule a one-on-one meeting with the Election Board Chair at least 24 hours before the last scheduled candidates’ information session. Failure to attend or schedule an alternate meeting by 5:00 PM on Thursday, February 21 with the Election Board Chair will result in forfeiture of your candidacy.
A printed out, completed hard copy of this form along with all receipts of your expenditures must be submitted before 4 PM on Thursday, March 28, 2019 to the Involvement Specialist in the CAIC Office, FSC 2029 so that it can be date and time-stamped. This form may only be given to an Involvement Specialist. Each and Every Candidate must turn in a completed expenditure form along with all receipts of your expenditures. This form must be filled out and submitted even if no expenses have been made.

Expenditure Report Form
Attach all receipts for paid costs and donations to this form.

Candidate's Name: ______________________________________________

Please list each paid cost incurred for the election:

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<th>Item:</th>
<th>Cost:</th>
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Total Costs
$____________________________

Signature of Candidate  Date_________________
Signature of Election Board Chair  Date__________________

This form must be turned in to the Campus Activities & Involvement Center (FSC 2029) by 4 PM on Thursday, March 28, 2019.
In the event of a run-of, expenditure forms are due on the date and time polls close in each respective runoff even when no additional funding is utilized. Expenditure forms are also required from elected write-in candidates 24 hours after results are announced.

Candidates’ Checklist
Bring this form with you to the Candidates’ Information Session you choose to attend and to BOTH senate meetings you choose to attend as well. Must be submitted before 4 PM on Thursday, March 28, 2019 to the Involvement Specialist in the CAIC Office, FSC 2029

Your name:__________________________

1) Have you attended a Candidate’s Information Session? Date of Meeting __________________

Your Initials _________________________ Senior Class President’s Initials ______________________

2) Reminder: Your completed Elections Packet (Nomination Form, Information Release Form, Affirmation to Uphold the Spirit of the Elections Form and an electronic version of your Statement of Qualifications) is due February 28 at 5 PM to the CAIC office at the latest, Statement of Qualification must be sent via email in PDF format.

3) Have you attended TWO Senate Meetings?

First Senate Meeting: Your Initials _______________Senior Class President’s Initials ___________ Date:

Second Senate Meeting: Your Initials _______________Senior Class President’s Initials ___________ Date:

4) Have you completed your Candidate’s quiz?
   (Must be completed by 5:00 PM Thursday, February 28, results will be emailed to candidates and uploaded online at www.unce.edu/sga under the “Elections” tab)

5) Reminder: Your Completed Financial Expenditures form and this checklist is due to the CAIC office before 4:00 PM Thursday, March 28, 2019.
   ❖ Failure to complete any of items 1-5 results in immediate disqualification.