

Student Government Association
Revised: March 12th, 2009

Election Packet

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Election Timetable

12pm- MANDATORY MEETING

- Mandatory Election Meeting in the Multimedia Room 2 of the Library

9am- MANDATORY MEETING

- Mandatory Election Meeting in the Seminar Room 4, on the second floor, of the Library

2pm- MANDATORY MEETING

- Mandatory Election Meeting in the Seminar Room 4, on the second floor, of the Library

5pm- PACKETS DUE

- All election application packets are due in the SGA office by 5pm. Late applications will not be accepted

10pm- POSTING OF CANDIDATES

- Posting of qualified candidates at 10pm outside of the SGA office

5pm- EXPENDITURE FORM DUE

- Expenditure forms are due between 5pm-7pm in the SGA office

12:00am- ACTIVE CAMPAIGNING

- Active campaigning begins at midnight

12:00pm- RECEIPTS DUE

- All receipts of campaigning material must be turned in by 12pm in the SGA Office

12:00pm ENDORSEMENTS FORMS DUE

- All organizations endorsements forms must be turned in by 12:00pm to the Commissioner of Elections

12:30pm- DEBATES

- Candidates for Vice President and President Debates in the St. Charles Room.

ELECTION DAY

- Election polls will be open on Blackboard at 9:30am

ELECTION DAY

- Election polls will close at 6:30pm

9pm- RESULTS

- Results will be announced in the Orleans Room Lounge at 9pm

9:00pm- REMOVAL OF ALL CAMPAIGN MATERIAL!

- Candidates who will not participate in the run-off election must remove all campaign material by 9:00pm

9:30am- RUNOFF ELECTIONS

- Election polls will be open on Blackboard at 9:30am

6:00pm- RUNOFF ELECTION

- Election polls will close at 6:30pm

8:00pm- RESULTS

- Results will be announced in the Orleans Room Lounge at 8pm

For office use ONLY: Date Received: _____ Commissioner Initials: _____
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Intention of Candidacy Form

Date: ___/___/___

Name:

Name as to appear on ballot:

Mailing address:

City/State/Zip:

Phone: _____ Cell: _____

Email:

President & Vice President

Candidates and elected officers must:

1. Have completed a specific amount of full time semesters of college work and be enrolled in their next semester at Loyola University:
 - a. The President must have completed at least three full time semesters of college work and be enrolled in their fourth semester at the time of filing the Intention of Candidacy Form.
 - b. The Vice President must have completed at least two full time semesters of college work and be enrolled in their third semester at the time of filing the Intention of Candidacy Form.
2. Have at least a 3.000 GPA at the time of filing the Intention of Candidacy Form.
3. Maintain at least a 2.500 GPA throughout the term of office.
4. Be enrolled as a full time student during each term of office.

Senator at Large, College President, and Senators

Candidates and elected officers must:

1. Have at least a 2.500 GPA at the time of appointment.
2. Maintain at least a 2.500 GPA throughout the term of office.
3. Be enrolled as a full time student during each term of office.

New Student Senators

Candidates and elected officers must:

1. Maintain at least a 2.500 GPA throughout the term of office.
2. Have been admitted as a new student to the university in the fall semester at the time of filing the Intention of Candidacy Form.
3. Be enrolled as a full time student during each term of office.

I hereby certify that to the best of my knowledge I meet the eligibility requirements as outlined above and in the SGA Constitution and wish to declare my intention to seek election for the office of:

College President:

- SGA President
- SGA Vice President
- Senator at Large

- Business Administration

- Business Administration
- Humanities and Natural Sciences
- Music and Fine Arts
- Social Sciences

College Senator:

- Business Administration
- Humanities and Natural Sciences
- Music and Fine Arts
- Social Sciences

Candidate Signature

For office use ONLY: Date Received: _____ Commissioner Initials: _____
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Endorsement Form

Date: ____/____/____

Candidate Name:

Article III, Section 4. Active Campaigning; Endorsements

The Student Government Association (Executive, Legislative, and Judicial branches), as a whole, is prohibited from endorsing any candidate. The Commissioner of Elections and Judicial branch are prohibited from any form of public endorsement.

Any student organization that is recognized by the University may publicly endorse a candidate for office providing that it is not on any type of probationary or provisional status with the University. An organization wanting to endorse a candidate must fill out the endorsement form with their candidate due at the date and time set by the Commissioner. The candidate shall have the right to state that the organization is endorsing them on his/her campaign materials previously listed on his/her expenditure form. These reports shall be public record.

An endorsement from an organization can be a monetary endorsement up to twenty-five (25) dollars for the candidate. The endorsement form must contain two signatures from the executive board of the endorsing organization. A candidate who is on the executive board of the endorsing organization cannot sign the endorsement form and must find another executive board officer to sign the endorsement form. The endorsement must be made from a formal account.

Those candidates running for office may request a list from the Student Government Association of the organizations that are in good standing with the university.

The candidate named herein is endorsed by the under mentioned student organization for the SGA Elections.

Organization Name:

Name of Executive Board Officer of Organization #1:

Name of Executive Board Officer of Organization #1:

X _____
Candidate

X _____
Officer of Endorsing Organization

For office use ONLY: Date Received: _____ Commissioner Initials: _____
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Complaint Form

Date: ___/___/___

Name:

Phone Number: _____ Email: _____

A complaint concerning irregularities in the conduct of a candidate may be brought by any Loyola student, faculty member, or administrator. All complaints must be filed using the complaint form provided by the Commissioner. These forms will be available in the SGA office. The complaint must be filed within one (1) class day after the alleged violation.

Alleged Violation of Election Process article and section:

Alleged Violation:

(include all factual information, such as, who, when, where, and what)

Witnesses (Up to 3 - include phone number and email)

X _____
Candidate
X _____
✓

Witnesses _____

For office use ONLY: Date Received: _____ Commissioner Initials: _____
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Withdrawal Form

Date: ___/___/___

Candidate Name:

Phone Number: _____ Email: _____

Reason for Withdrawal

X _____
Candidate

Student Government Association Grade Release Form

I, _____, do hereby give permission for the Danna Center and the Office of Co-Curricular Programs to make a confidential grade check of Loyola University records to ascertain my eligibility to participate in the Student Government Association. I understand I maintain a 2.0 gpa to participate in the SGA. I further agree and give permission for the Danna Center and the Office of Co-Curricular to conduct on-going grade checks of University records for the time I am an active member of the Student Government Association. It is understood and agreed that this information will only be released to the Student Government Association.

Signature

Print Name

Student CWID

Date