

**Paradise Valley Community College  
Student Leadership Council**

**Elections  
2012-2013**



**Paradise Valley Community College**  
**Student Leadership Council**

**Candidacy  
Handbook &  
Petition**



Student Life & Leadership  
Paradise Valley Community College  
18401 N. 32<sup>nd</sup> Street, Phoenix, AZ 85032 – (602) 787-7240 – FAX (602) 787-7250  
[www.paradisevalley.edu/studentlife](http://www.paradisevalley.edu/studentlife)

# 2012-2013 SLC Senator Elections Schedule

| Date                   | Time                  | Event  |
|------------------------|-----------------------|--|
| Mon, February 6        | 8:00 a.m.             | Election Packet Available                    |
| Monday, March 26       | 8:00 a.m.             | Campaign Begins*<br>*See campaign guidelines |
| Tues, April 3          | 2:00 – 4:00 p.m.      | SLC Mtg. M128                                |
| Fri, April 13          | 4:00 p.m.             | Completed Petitions Due (all 100 Signatures) |
| Tues, April 17         | 2:00 - 4:00 p.m.      | Candidate Forum & SLC Mtg. M128              |
| Wed-Thurs, April 18-19 | 8:00 a.m. – 9:00 p.m. | Elections                                    |
| Mon, April 23          | 5 p.m.                | Candidate Financial Statement Due            |
| Tues, April 24         | 5 p.m.                | Write-in Candidates Petitions Due            |
| Wed, April 25          | 5 p.m.                | 2011-2012 Officers Posted                    |
| Mon, April 30          | 8 a.m.– 9:00 p.m.     | Run-off Elections (only if necessary)        |

**Steps for SLC Senator Candidates:**

- 1 Pick-up Elections Packets.**
- 2 Read the SLC Constitution at [pvc.maricopa.edu/studentlife/SLC](http://pvc.maricopa.edu/studentlife/SLC) (under *Helpful Links*)**
- 3 Sign and turn in pages 8-9 indicating that you understand the Job Description and Elections Guidelines.**
- 4 Campaign and collect 100 signatures.**
- 5 Turn in petition to the SLC Advisor & get your candidate photo taken.**
- 6 Rally for votes.**

**ALL EVENTS ARE MANDATORY FOR SLC MEMBERS**

|   |                          |
|---|--------------------------|
| Graduation                                | Fri, May 11, 2012        |
| Leadership Conference                     | Summer/Fall of 2012      |
| Student Leadership Council Fall Retreat   | August of 2012           |
| Student Leadership Council Spring Retreat | January of 2013          |
| NCLC Leadership Conference                | Fri-Sun, Feb 15-17, 2013 |
| Student Recognition Ceremony              | Wed, Apr 24, 2013        |

## ELECTION PROCEDURES

### Spring General Election

A student-wide general election will be held each Spring semester, at least three weeks prior to finals week, to vote in all SLC senator members for the upcoming academic year. The student body will be asked to select a minimum of 5 senatorial members, plus an additional senatorial representative for each 1,000 PVCC students from petitioning or write-in candidates. Terms of office will be for one academic year (August – May).

### SENATORS JOB DESCRIPTION *(from the SLC Constitution Revised 9/20/2011)*

The Senators shall communicate with, represent and support the student body and clubs/organizations. They help to develop, plan, implement and evaluate SLC events, activities and programs. The student body will elect Senators or they will be appointed after elections. See SLC Constitution Article IV for Senator Membership Guidelines.

1. Attend all official, working and special/emergency meetings, and leadership retreats are encouraged depending upon member's availability, as scheduled each semester.
2. Attend all SLC sponsored events and programs
3. Attend at least one MCCCDC Governing Board meeting each year as directed by the SLC Advisor(s) and/or Administrator.
4. Spend a minimum of three (3) hours per week in the SLC office, performing SLC business.
5. Serve on a minimum of two (2) SLC committees and serve on administrative or college wide committees on an as needed/availability basis.
6. Prepares a report of duties for each official SLC meeting.
7. Serves as a club liaison to one or more PVCC official and active clubs/organizations. Including:
  8. Maintaining regular communication.
  9. Bringing forward club/organization concerns.
  10. Attending club meetings as appropriate.
  11. Promoting club activities, events and service opportunities.
12. Gather and process feedback from the general student body regarding SLC issues and initiatives, and report the feedback received at official meetings.
13. Research ideas for events and functions formulated by SLC.
14. Aid in the implementation of SLC events, functions, etc.
15. Other duties as assigned with the written and/or verbal approval of the SLC Advisor(s) and/or Administrator.

### Executive Board Membership

The Officer membership (to be appointed by the SLC body from the elected and appointive Senator membership) includes the Chair, Vice Chair, Secretary, Treasurer and Public Relation(s) positions. Job duties of Officers are outlined in the SLC Constitution By-Laws. A maximum of five Officer positions may be designated from the elected/appointive Senator positions (MCCCDC Administrative Regulation 2.5.5 A). These positions will be selected from the current (from previous Spring elections) SLC senator members who are interested in pursuing Executive membership. Terms of office will be for one academic year (August – May). *(See the SLC Constitution for position descriptions & duties).*

### Rules/Regulations for SLC Campaigning

Do not start any campaigning before March 26, 2012 at 8:00 a.m.

Campaigning budgets per candidate (personal-use funds) may not exceed \$100.00. Funding includes money spent by the candidate from their own pocket or funds spent on the candidate's behalf by other individuals. Funds are not provided by the PVCC Office of Student Life & Leadership for candidates' campaigns, however candidates may have access to office resources (such as markers/paper) for campaign advertisement. *(See Mandatory Financial Statement attached)*

#### 1. Posting Campaigning materials: (posters, flyers, etc.)

All posted materials must be approved and stamped by Student Life & Leadership, KSC 135.

No posting on glass surfaces, including windows, doors. No posting on trees or within five feet of trees, or other planted vegetation.

Posting campaigning materials indoors is limited to one 11x17 poster and one flyer per Community & Events bulletin boards and kiosks (16 locations throughout campus).

Tacks must be used on the bulletin boards & kiosks locations; **no staples are permitted.**

No posting on unapproved bulletin boards, windows, vehicle windshields, vending machines or floors.

Suggestions for posting, materials:

- A. Three (3) general election posters will be distributed on campus kiosks by the Student Life & Leadership Office on behalf of all candidates.
- B. Banners or posters may be staked in the grass or dirt at least 2 ft. away from sidewalks and sprinkler heads. Please talk with the Office of Student Life & Leadership (KSC135) prior to staking any signs.
- C. Sidewalk chalking will be permitted if water washable temporary chalk is used.

25 8-1/2 X 11 black and white photocopies of a candidate flyer will be supplied (per candidate) through the Student Life & Leadership Office.

Flyer information must be correct and free of spelling and punctuation errors.

It is helpful to put pictures on your campaigning material so students will become familiar with who you are.

Candidates must remove flyers, posters, etc from campus within 2 days of the Election Days.

**If asked to remove campaigning materials by anyone other than an election committee member, notify the Student Life & Leadership Office.**

## **2. Campaigning:**

No campaigning within 20 yards of the voting area during all elections.

Candidates are NOT to enter the voting area except to vote.

No campaigning allowed in the Student Life & Leadership Office.

## **3. Conduct:**

Poor conduct and sportsmanship toward other candidates is prohibited.

## **4. Vote Counting/Winning Office**

The elections committee consists of the SLC Advisor, Elections Coordinator and the Student Leadership Council Members.

A candidate will win office with a simple majority (one more vote than any other candidate for that office.)

**ALL RULES/REGULATIONS MUST BE FOLLOWED BY ALL CANDIDATES, IF BROKEN, IT COULD RESULT IN A LOSS OF CAMPAIGNING MATERIALS OR OTHER PENALTIES AS DECIDED UPON BY THE ELECTION COMMITTEE, DIRECTOR OF STUDENT LIFE & LEADERSHIP, VP OF STUDENT SERVICES OR THEIR DESIGNEE.**

**PVCC Student Leadership Council  
2012-2013 Student Elections**

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**OFFICIAL CANDIDATE PETITION FORM**

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**CANDIDATE INFORMATION (PLEASE PRINT CLEARLY)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Office/Position: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Please check all that apply:**

- I have a Grade Point Average of 2.0 or higher.
- I will be enrolled in 6 or more credit hours throughout the next year.
- I commit to regular office hours and time for Student Leadership matters.
- I will be available every Tuesday afternoon from 2 – 4 p.m. for SLC obligations.

**What additional Executive Position(s) are you interested in (if any)?**

*These positions will be determined by interview by the second SLC meeting each Fall Semester.*

- Chair     Vice-Chair     Secretary     Treasurer
- Public Relations     No interest in Executive Position

**Additional Requirements to be completed at time of Petition Submission:**

- Personal Biography (enclosed)
- Complete Personal Information Sheet (enclosed)
- Candidate platform or SLC goals (enclosed)

**Personal Biography** – Please draft a personal biography to be included on SLC marketing (no longer than 50 words) and print below or attach.

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**Platform / SLC Goals** – Please list or attach a minimum of 3 goals you plan to accomplish while serving SLC or 3 issues you’d like to address to help improve our PVCC community.

1. 

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2. 

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3. 

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“I, \_\_\_\_\_, give my permission for the Director of Student Life & Leadership to verify the above information, including a confirmation check of my GPA. I have read and will comply with the rules and regulations. I acknowledge my candidacy for the office indicated on this petition and will, if elected, accept the responsibilities it places on me. I further certify that the above information written on this candidate petition is true to the best of my knowledge.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PVCC Student Leadership Council  
Personal Information Sheet  
2012-2013**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Favorite Food: \_\_\_\_\_

High School Graduated: \_\_\_\_\_ Hometown: \_\_\_\_\_

College Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Dream Occupation: \_\_\_\_\_

Hobbies/ Interests: \_\_\_\_\_

How many credits are you taking this semester? \_\_\_\_\_

If employed, where do you work? \_\_\_\_\_ How many hrs per week on average? \_\_\_\_\_

If you had \$5 to spend on anything, what would you buy? \_\_\_\_\_

What is the most important goal you have for your involvement in this club this year?

\_\_\_\_\_  
\_\_\_\_\_

What is the biggest challenge that you will need to overcome to meet that goal?

\_\_\_\_\_  
\_\_\_\_\_

What is your favorite quote, poem, phrase, or personal philosophy?

\_\_\_\_\_  
\_\_\_\_\_

## STUDENT LEADERSHIP CONTRACT OF COMPLIANCE

I, \_\_\_\_\_, hereinafter referred to as Candidate, commit myself to the provisions of this Contract of Compliance, governing my conduct during this student body officer election and during my term of office, if elected.

1. Candidate commits to the following provisions during her/his campaign:
  - 1.1 Candidate will campaign only within the guidelines established by SLC Elections Committee Policy for Procedures, SLC Constitution and By-laws.
  - 1.2 Candidate certifies that at the time of application, she/he has fulfilled all prerequisites to candidacy as prescribed by Policy, By-laws and the Constitution.
  - 1.3 Candidate commits to uphold, obey, and sustain all policies and procedures of Paradise Valley Community College and will handle all dealings with the Elections Committee, faculty, staff and students of PVCC with absolute integrity.
2. Candidate, if elected, commits to uphold, obey and sustain the SLC Executive Board By-laws of Paradise Valley Community College during her/his term of office as a student officer, and further commits to the following provisions:
  - 2.1 Candidate will maintain required academic standards.
  - 2.2 Candidate will uphold and honor the policies and procedures of Paradise Valley Community College as well as standards of honesty and integrity in all dealings. Being a student leader at PVCC is an honor, and you should hold the position as such.
3. Candidate will not participate in any illegal activity or engage in any substance abuse. Behaviors of this type will not be tolerated and would result in appropriate action being taken.
4. Candidate commits to attend all leadership retreats as required.
5. Candidate will avoid scheduling classes or other obligations during the following periods:

|          |                  |             |
|----------|------------------|-------------|
| Tuesdays | 2:00 – 4:00 p.m. | SLC Meeting |
|----------|------------------|-------------|
6. Candidate will set up and maintain regular office hours Monday through Friday. The only exceptions are for illness and for regularly scheduled College vacation periods.
  - Senators 3 hours/week
  - Executive Board 5 hours/week

If candidate elected fails to fulfill all provisions of this contract, it will be necessary to initiate action for her/his suspension from office through appropriate procedures as outlined in Executive Council by-laws of Paradise Valley Community College. If candidate has not yet been elected, she/he may be disqualified from election.

THIS COMMITMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2011

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Witness

# CANDIDATE SIGNATURE FORM

The Candidate Signature Form is a written agreement between the student running for office and the existing governing board to uphold the responsibilities of an honest campaign. The candidate is responsible for turning in the petitions with 100 signatures of students attending PVCC. All names are to be valid and non-duplicated. Violation of these rules will result in suspension of candidacy.

I, the undersigned, hereby take the responsibility to collect 100 signatures of PVCC students. By doing so, I therefore claim that, to the best of my knowledge, all signatures are original and valid.

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Signature

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Date

**We the undersigned students of PVCC do hereby nominate:**

Printed Name: \_\_\_\_\_

**For the PVCC Student Leadership Council Office of:**

Office Position title: **SENATOR**

(Names may not be duplicated on one petition; however, students may sign more than one petition.)

| <b>Printed Name</b> | <b>Signature</b> | <b>MEID/SID</b> |
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| <b>Printed Name</b> | <b>Signature</b> | <b>MEID/SID</b> |
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**PVCC**  
**Student Leadership Council**

**2012-2013 Financial Statement**

**STUDENT ELECTION FINANCIAL STATEMENT**  
**COMPLETE AND SUBMIT TO THE SLC ADVISOR**  
**BY MONDAY, APRIL 23rd AT 5:00 p.m.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Current Address \_\_\_\_\_

List what you have spent on campaigning materials. **INCLUDE AND ATTACH ALL ORIGINAL RECEIPTS. Your budget may not exceed \$100.00.**

Source of Funds

Amount Received

**TOTAL AMOUNT OF FUNDS =** \$ \_\_\_\_\_

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**Signature of Candidate**