2018 Executive Board Election and Senator Re-Election Packets

Election Packets Due
Friday, March 30, 2018, at 4 p.m.
to Center for Student Involvement (COM 309)

Campaign Period*
April 2 – April 12, 2018
* Upon receipt of campaign approval from the Student Senate Advisor and with a completed Election Packet on file

Election Period
April 10, 11, 12, 2018

Election Results
April 13, 2018
Student Senate is a vital part of student life at Johnson County Community College. To be a member is a privilege and an honor bestowed to a select few, and the positions should be nurtured and developed throughout the term in order to receive the maximum benefits from it.

**Student Senate Mission Statement**
We, the members of JCCC Student Senate, in order to create a greater establishment, insure justice, provide the voice for the students, and secure the given rights and privileges granted by the Board of Trustees to ourselves and those who succeed us. We strive to be a reflection of the diverse student body we represent. We desire to be a catalyst in increasing student involvement through positive communication and efficient leadership.

**JCCC Mission, Vision and Values**

**Mission**
JCCC inspires learning to transform lives and strengthen communities.

**Vision**
JCCC will be a national leader through educational excellence and innovation.

**Values**
- **Integrity** – We hold ourselves accountable for decisions and actions.
- **Collaboration** – We respect diversity of thought in building a culture of collaboration.
- **Responsiveness** – We respond to the needs of our students and communities through relevant offerings.
- **Leadership** – We pursue leadership roles in our communities and higher education.
Student Senate General Information

The Senate is comprised of 5 executive officers and 25 Senators, who represent the student body of Johnson County Community College. It is the duty of every member of Student Senate to become aware of the opinions and ideas of the students and maintain knowledge of relevant campus issues.

Senators and officers are required to attend General Assembly meetings of the Student Senate, **which are held Mondays from noon to 1 p.m.** Senators also are required to participate in a minimum of 1 committee and attend each weekly meeting of the committee(s). In addition, officers are required to attend Executive Board meetings, and to lead committees, which meet each week.

If elected, Senators can have no more than 4 cumulative absences during the period of one semester, including General Assembly meetings, events, and other Senate-related projects. Officers can have no more than 2 cumulative absences during the period of one semester. Religious observations and emergencies are excused, as are JCCC-sponsored activities (please note that this does not include homework).
Executive Board Qualifications:
- Must be enrolled in a minimum of 12 credit hours throughout their term in office.
- Must have and maintain a GPA of 2.5 or greater at the time of application and throughout their term in office.
- Must have completed or currently be attending the Cavalier Leadership Development Program (can appeal to Senate if planning to complete the program in the Fall of their first term or if citing relevant experience).
- Candidates must not have been previously removed from the JCCC Student Senate during a term that occurred within the previous two years of the current election.
- Candidates must personally secure signatures of at least 30 members of the currently enrolled credit students on official nominating petition forms located on pages 19 of the election packet.
- A potential candidate will be automatically omitted from the elections if he/she does not meet the requirements and/or fails to follow the campaign guidelines.

Additional Qualifications for Presidential and Vice-Presidential Candidates:
- Presidential and Vice-Presidential candidates must have served at least one semester as a JCCC Student Senator or have a minimum of one semester experience as a Student Senator or representative member of a secondary or post-secondary student government (the experience must be verifiable by the Student Senate Advisor).
- If elected, the Vice-President and/or President cannot serve as a member of the campus media, i.e. eCav Radio, JCAV-TV or *The Campus Ledger*.
- At the time of elections, if a student does not meet the minimum requirements of CLDP or having previously served in Student Senate but would like to run for President or Vice-President, he or she may bring a case and a letter of intent before the General Assembly, which will vote to determine if he or she will be allowed on the ballot.
- One may not serve more than two terms as either the President or the Vice-President.

Senator Qualifications:
- Senator Re-Elections are open only to current members of the JCCC Student Senate.
- Must be enrolled in at least 1 hour of credit coursework throughout their term in office.
- Must have and maintain a GPA of 2.0 or greater throughout their term in office.
- Candidates must not have been previously removed from the JCCC Student Senate during a term that occurred within the previous two years of the current election.
- Candidates must personally secure signatures of at least 30 currently enrolled credit students on official nominating petition forms located on pages 19 of the election packet.
- A potential candidate will be automatically omitted from the elections if he/she does not meet the requirements and/or fails to follow the campaign guidelines.
President Duties

The Chief Executive Officer of the Student Senate, the President has many roles. In addition to the many responsibilities assigned to him/her in the Constitution (i.e. presiding over General Assembly meetings and orientating new senators), he/she is the key liaison between Student Senate and many of the college’s administrative offices. Each month, the President is invited to share the happenings of Student Senate with the Board of Trustees. In order to be well versed on all happenings of both Student Senate and the college as a whole, he/she is a member of various standing and college-wide committees and represents the Student Senate’s voice on these committees. His/her leadership style sets the tone for the entire Senate and how it functions.

It is the responsibility of the President to represent or appoint a representative to the campus-wide committees where official student voice is deemed advisable. These appointed representatives must be announced. The President has the right to exercise all special powers granted to him/her by a fixed 2/3 vote of the Student Senate. The President is authorized to establish committees, which are subject to the approval of the Senate by a simple majority vote. The President will direct all orientation for incoming Senators and will appoint and remove chairpersons and members of standing, ad-hoc committees, and campus-wide committees after deliberation with the Executive Board. Most notably, the Student Senate President has the power to veto any action, or line veto any document passed by the Senate. This veto can only be overridden by a 2/3 majority vote. The President will meet regularly with the Assistant Dean of Student Life and Leadership Development and the College President and will report back to the Senate. Finally, the President has the right to vote on any motions of the Student Senate or its committees, except when acting as the chairperson.

The Student Senate President serves as Election Commissioner for the Senator Elections each fall. This committee coordinates and enforces nomination and election procedures. In addition, it recommends campaign guidelines for the election.

For more information on the role of the President, please contact Student Senate President Hanan Boukhaima at hboukhai@jccc.edu.
Vice-President Duties

The Vice-President shall assume all duties of the President in his/her absence and will assist the President in the completion of all necessary duties. The Vice-President publicizes the Student Senate and promotes active participation. It is his/her responsibility to direct all committees and report to the Executive Board on the performance of committee chairs and members. As co-chair of Inter-Club Council, the Vice-President shall assist new student organizations in becoming recognized by the Student Senate and providing leadership development.

In addition to leading Inter-Club Council, the Vice-President co-chairs the Service and Fundraising Committee with the Treasurer. The committee plans all service opportunities in which Senate participates, along with fundraising events to help in funding Senate initiatives.

The Vice-President also serves on the Election Committee for Officer Elections, which coordinates and enforces the nomination and election procedures for officer elections each spring. The Vice-President nominates a Senator who is not running for office to serve as chair for the committee.

For more information on the role of the Vice-President, please contact Student Senate Vice-President Tiger Harris-Webster at gharris@jccc.edu.
Secretary Duties

The Secretary, or historian, has the most diverse amount of responsibilities to accomplish: roll call, contact Senators in case of absence, and write a letter of warning to any Senator who has unexcused absences. The Secretary must report to the Parliamentarian of the removal of any Senator due to unexcused absences and to notify the removed person.

The Secretary prepares and maintains copies of minutes and agendas for all official Senate meetings, as well as being responsible for distributing official communiqués. Acting as the historian, it is the Secretary’s duty to keep an official, orderly file for all records and documentation. The Secretary serves as the chair of the Public Relations Committee. The Secretary must attend a majority of Student Senate events and appoint someone to take his/her place when he/she cannot make it. The Secretary acts as the student voice on various campus-wide committees as assigned.

The Public Relations Committee develops and distributes all publicity utilized by the Student Senate. In addition, the committee also maintains and updates all Student Senate bulletin boards.

For more information on the role of the Secretary, please contact Student Senate Secretary Takhmina Mussayeva at tmussayezinatijgcc.edu.
Treasurer Duties

The Treasurer maintains a complete and orderly record of all financial documents of the Student Senate and serves as the chair of the Budget Committee. It is the responsibility of the Treasurer to give a report to the Senate and to discuss these reports in the General Assembly meeting. Depending on the need, he/she assumes the responsibilities of being the student voice on college-wide committees.

Chaired by the Treasurer, the Budget Committee reviews and recommends appropriate funding for all requests brought to the Student Senate for its approval / rejection. Furthermore, the committee also assists the Treasurer with proposing all budgetary matters to the General Assembly.

In addition to leading the Budget Committee, the Treasurer co-chairs the Service and Fundraising Committee with the Vice-President. The committee plans all service opportunities in which Senate participates, along with fundraising events to help in funding Senate initiatives.

For more information on the role of the Treasurer, please contact Student Senate Treasurer Jin Joo Hwang at jhwang3@jccc.edu.
Parliamentarian Duties

The Parliamentarian is to assist the President in following Parliamentary Procedure in Senate meetings. It is the core responsibility of the Parliamentarian to interpret Robert’s Rules of Order when questions of procedure arise and to serve as the chair of the Rules and Conduct Committee. The Parliamentarian is responsible for reporting to the Executive Board any interpretations of the Impeachment process derived from the Constitution and will conduct formal removal proceedings for Senators and Officers.

The Rules and Conduct Committee is the most fundamental committee, because it deals with direct policies and procedures of the Senate. This committee, along with the Parliamentarian, makes recommendations for changes in the Senate Constitution to coincide with the ever-changing times and assists the Parliamentarian in interpreting both the Constitution and Robert’s Rules of Order when they come into question.

For more information on the role of the Parliamentarian, please contact Student Senate Parliamentarian Kyung Hwang Choi at khwang2@jccc.edu.
Senator Duties

Student Senators represent the Student Body of Johnson County Community College. It is the duty of every Senator to become aware of the opinions and ideas of the students and maintain knowledge of relevant campus issues. Senators should then share the opinions and ideas of students with the Student Senate, whether through business presented during General Assembly meetings or during Open Forum. Each Senator is to perform duties related to his/her area of concern as directed by the Executive Board and specified constituencies (i.e. chairs, appointed directors, etc.).

Senators are required to attend all meetings of the Senate. Every Senator present at the General Assembly meetings is strongly encouraged to vote on all motions placed before the Senate.
Election Procedures

Election Period
April 10-12, 2018

Election Results
April 13, 2018

A supervised ballot box or voting machine shall be available to the students of Johnson County Community College April 10, 11, and 12 between the hours of 10 a.m. and 2 p.m., and 5:00 p.m. and 6 p.m. The ballot box or voting machine will be located at COM 2.0 as pre-publicized. If it is possible, a second voting station will be held, the location of which will be publicized by the Election Committee. Also, an online ballot will be available for voters to access throughout the election period. Students will receive an email in the JCCC Student Email with a personalized link to the ballot. The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.

The ballots are to be counted within 24 hours of the conclusion of the election. Results will be made public no later than 48 hours after the election’s conclusion. The Election Commissioner will notify the elected candidates, and results will be posted at the Center for Student Involvement, Student Life Office, and Student Activities Desk.

Voting and Ballots
1. No student shall cast more than one ballot per election.
2. Students must know their JCCC user name and password in order to vote.
3. Write-in candidates are permitted.

If there any are questions about the elections, please contact Student Senate Advisor Anne Turney at aturney1@jccc.edu or by calling 913-469-3435.
JCCC Student Senate Election Guidelines

Election Information
1. Applications must be filed at the Center for Student Involvement, COM 309, no later than 4:00 p.m., Friday, March 30, 2018.
2. Guidelines for the election will be emailed to all candidates no later than 6:00 p.m. on Monday, March 26, 2016.
3. Candidates can contact the Student Senate Advisor, Anne Turney, at aturney1@jccc.edu or 913-469-3534, for more information.
4. Voting will occur on Tuesday, Wednesday, Thursday, April 3, 4 and 5, 2017, from 10 a.m. to 2 p.m. and 5:30 p.m. to 7 p.m. The ballot box or voting machine will be located at Tables 4 and 5 on the second floor of COM. If it is possible, a second voting station will be held, which will be announced by Student Senate.
5. Election results will be posted at the Center for Student Involvement, Student Life Office, and Student Information Desk on Friday, April 13, 2018.
6. The 2018-2019 Student Senate will meet Mondays at Noon. Do not schedule classes for this time.

Campaign Guidelines
1. Candidates shall not campaign until a completed Student Senate Election application has been filed with the Center for Student Involvement (COM 309) and the candidate has been verified by the Student Senate Interim Advisor. All campaign material must be approved, prior to use, by the Student Senate Advisor, Anne Turney.
2. Campaigning may begin on Monday, March 26, 2017, at 8 a.m.
3. Posters/flyers placed on bulletin boards will be limited to thirty (30) per candidate and shall be no larger than 11” by 17”. An additional ten (10) may be posted in departments with written permission from the department and then submitted to the Student Senate Advisor.
4. There is no limit to the number of handbills that may be produced. Handbills may not be posted! Handbills maximum size shall not exceed 8.5 x 5.5 inches. (Half sheet standard letter size.) Handbills must be approved by the Student Senate Interim Advisor. If you plan on distributing handbills, you must book a table through the Center for Student Involvement. You cannot hand out handbills otherwise.
5. Campaign materials shall be posted on the designated bulletin boards only (see page 14). No campaign materials shall be posted on Student Senate bulletin boards, on painted or brick walls, windows, ceilings, vending machines, campus lawns, parked cars, cafeteria or lounge tables or chairs.
6. Campaign materials shall in no way be profane, obscene or malicious.
7. Candidates are required to provide their own campaign materials including paper, photocopies, etc. Supplies from the Center for Student Involvement or any other JCCC office cannot be used.

8. Banners shall be placed only in the COM Lobby. Banners can be no larger than 3' by 5' and must be approved by the Student Senate Interim Advisor.

9. Facebook and Twitter: Candidates may post to Facebook pages and groups, as well as Twitter feeds that are administered by the candidate. Posts to other Facebook pages or groups and Twitter feeds may be with written permission from the administrator that is submitted to the Student Senate Interim Advisor.

10. Campaign materials not in accordance with the above listed guidelines will be removed and may result in removal from the ballot.

11. During the election, campaigning is prohibited within 40 feet of the voting booth.

12. Candidates must remove all campaign materials by 4 p.m. Friday, April 6, 2017.

13. Any form of bribery, restitution, or payment in exchange for votes is strictly prohibited. Any candidate or candidate affiliate found in violation of this regulation will be expelled from the election.
**Bulletin Board Locations**

*Posting may only be done in the following locations:*

**COM**
- 3rd Floor – From 309 to 319

**GEB**
- 2nd Floor – East hallways and vending area across from GEB 281
- 3rd Floor – Lobby area and vending area

**OCB**
- 2nd & 3rd Floors – Corner boards by OCB 261 & OCB 374
- 2nd & 3rd Floors – Between CC & OCB by OCB stairs & OCB 250
- 2nd Floor Community Board
- 3rd Floor Community Board

**SCI**
- 1st & 2nd Floors in hallways by SCI 103, SCI 105, SCI 111 & Botany Lab, SCI 113 & Micro Lab, between SCI 115 & 117, Across from SCI 128, SCI 123, SCI 232 & Stairway, SCI 213, SCI 205, SCI 206, SCI 207, and copy machine

**LIB**
- 3rd Floor – In hallway near Writing Center near LIB 335 and LIB 252
- 2nd Floor – In hallway near Foreign Language Lab by LIB 244 and LIB 226

**ATB**
- At entry ways (East & West)
- Back hall near vending area next to ATB 135, between ATB 127 & 129, and between ATB 125 & 128

**ITC**
- At both lobby entrances
- All small boards between classrooms on the right side of the hallway

**Student Senate (candidates cannot post on these boards)**

**OCB**
- 2nd Floor (middle of board)

**GEB**
- 3rd Floor (1st Section)

**SCI**
- 2nd Floor (between 209 & 209B)
VIOLATIONS

If it has been determined that any candidate or student(s) involved with a campaign has committed a violation, the Election Committee will meet to determine whether the candidate can continue in the election. If the violation is of the JCCC Student Code of Conduct, the candidate or student(s) involved with the campaign could face additional disciplinary action from the Dean of Student Services and Success.
Student Senate Guidelines

As a Student Senate member, your primary responsibility would be to represent your constituents in the Student Senate regarding matters that concern the student body and to act as a model member of Johnson County Community College. As such, there are certain expectations to which you should endeavor to hold yourself if you become a member of the Student Senate. These expectations and guidelines are designed to clarify the role of the Student Senate and ensure the professional and efficient operation of the Student Senate. All members of the Student Senate will be expected to adhere to the expectations below.

1. Attend all General Assembly and Executive Board meetings. This implies arriving on time, prepared and ready to participate until the meeting is adjourned. In cases of absences or tardiness, notify a Senate officer or advisor in writing.
2. Participate actively in at least one standing committee.
3. Abide by the Student Code of Conduct. This position is representative of the voice of the student population, and thus, respect of the policies and expectations is required.
4. Initiate and respond to communication with fellow senators, officers, and/or advisor(s) within 24 hours, unless otherwise specified or arranged.
5. Failure to communicate absences or on matters that regard the school and the Student Senate might result in temporary or permanent remove from the Student Senate.
6. Show appropriate respect to other senators, officers, advisor(s), and any visitors attending Senate meetings or seeking Senate’s services.
7. Be honest and objective during all voting procedures. Abstention from voting of events or trips of organizations that a senator or an officer is involved in is mandatory.
8. Make a continual effort to be available to the JCCC community, accommodating the needs of the JCCC student body as much as possible.
9. Take advantage of arising opportunities to invite and encourage student involvement in all Senate activities and meetings.
10. Dress respectfully during the Student Senate General Assembly and campus-wide committee meetings. Sweats and pajamas are prohibited. Arrive neat and presentable to provide professional representation of the Student Senate.
11. Do NOT speak on behalf of the Senate in any publication of public or private setting unless specifically directed to do so by the other members of the Executive Board or the advisor.
12. Strive to become as informed as possible regarding possible Senate motions, should the opportunity for them to do so occur prior to meetings. This expectation includes, but is not limited to:

1. Reading relevant material provided by Senate.
2. Asking relevant questions concerning the matter during Senate meetings.
3. Consulting the Student Senate Constitution and/or other officers and advisor(s), if necessary.
4. Listening and participating actively.

Student Senate is a right bestowed on students through the election process and must be treated as such. I acknowledge that I am aware of the expectations as outlined above and will uphold them if elected. I realize that violations could impact my role on Student Senate.
Please print clearly.

Name:__________________________________________________________

Name on ballot (if different from your given name):_____________________

Student ID number:

GPA:________________________________________________________

Email:

Phone:_______________________________________________________

Mailing Address:_______________________________________________

(street)

________________________________________________________________

(city, state, zip code)

I am applying for the position of: (Candidates may run for up to 2 executive board positions, in addition to running for Senator Re-election)

_____ President
_____ Vice-President
_____ Secretary
_____ Treasurer
_____ Parliamentarian
_____ Senator

Please attach a typed response for each question below.

1. Why are you running for an Executive Board/Senator position?
2. What is your past leadership and extracurricular experience?
3. What qualities, skills, and experiences do you have that would make you an effective officer/Senator? How do you display those characteristics in your daily life?
4. What are the top issues you see facing the JCCC community, and how would you propose to solve them?

By signing, I acknowledge that I have read and understand the election guidelines, expectations, and procedures outlined in this election packet and agree to abide by them.

Signature:____________________________________________________ Date:____________________

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### Student Senate Elections
Executive Board Elections & Senator Re-elections 2018

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