

Thank you for your interest in candidacy for a position with the Student Government Association (SGA). Your desire to represent your fellow students at Nashville State is greatly appreciated!

SGA Officers are asked to represent their fellow students by attending SGA senate meetings, presidential cabinet meetings, serving on college committees, and attending college events. The President is asked to serve 10 hours a week either from a combination of the tasks listed above or office hours in which they're available to other students. The Vice-President, Treasurer and Public Relations Chair are asked to serve 5 hours a week. In exchange for your work to support students, you will receive a tuition scholarship applied to your account.

This packet includes the following

1. Election Timeline (Dates and Deadlines)
2. Election Process – Details election procedures and campaign etiquette
3. Application for Candidacy

If you have questions please do not hesitate to reach out to Kelsey Johansen, Director of Student Life or the Student Government Association.

Kelsey.Johansen@nsc.edu

White Bridge Campus, S-103
(615) 353-3572

student.government@my.nsc.edu

White Bridge Campus, S114

Election Timeline:

February 28th – Election Packets and Applications Available to Students

March 15th – Final Day to submit SGA Election Packets

Applications for Candidacy are due via email or paper copy by Noon

March 25th - March 29th – SGA Campaign Week

Debates for the President role will take place between candidates on March 29th or 30th, dependent on candidate class schedule. Debates will occur virtually.

April 1st at 9 a.m. – April 4th at 4 p.m. – SGA Elections Week: Voting Open

Voting to occur online and also available in person at designated campus locations

THE ELECTION PROCESS

Section I. Application for Office

- A. Applications will be available to students starting February 28th, and must be returned the completed Application to Office of Student Life prior to 15th of March at noon.
- B. Each application shall be completed in full, any application that is incomplete will be returned to the candidate.
 - a. Incomplete applications can be resubmitted with corrections prior to the deadline for submissions.
 - b. Only completed and approved applications shall be eligible to move forward in the candidate process.
- C. All candidates will be notified via email one week prior to the campaign date of their status in the candidate process.
- D. Candidates that have successfully completed all prior steps and have been informed that they have moved forward will be allowed to begin assembling campaign materials for approval by the Director of Student Life.

Section II: Campaign Materials

- A. All campaign materials must be approved by the Director of Student Life before they can be posted or handed out.
 - a. Campaign materials may not include any food items, glass materials, or noise making items.
 - b. Campaign items may not be brought to class or impede the instructional environment in any way.
- B. All Candidates can receive 40 Black & White Copies of their Campaign Flyer free of charge from the Office of Student Life. Student Life will not pay or provide funds for any other items.
- C. All candidates must present an itemized cost list of campaign items at the time of campaign material approval. Candidates are not allowed to spend more than \$50 on campaign supplies.
 - a. Any item donated should be listed at retail cost in the budget.

Section III. Campaign Procedures

The procedures to be followed while preparing for a campaign and then actively campaigning for SGA office are as follows:

- A. SGA Executive and Senate candidates shall campaign (defined as: handing out flyers, taking surveys, tabling, speaking to students, holding moderated debates, etc.) for a pre-determined one-week period.
- B. Candidates shall not campaign before or after the predetermined campaign period.
- C. Campaign week will include a Presidential candidate debate via zoom, moderated by the VP of Communications and Marketing. Date will be set by Director of Student Life, following the close of applications. Date will avoid candidate class conflicts.

Section IV: Campaign Etiquette:

- A. Candidates will adhere to Student Code of Conduct
- B. Candidates shall behave in an orderly and professional manner (defined as: respecting each other's personal and political views, campaign space, etc.) toward each other and all other parties involved before, during, or after the campaign period.
- C. Candidates shall not threaten (verbal, physical, or emotional), insult, or otherwise defame each other's character before, during, or after the campaign period.
- D. Candidates shall be held accountable for the conduct of their campaign cohorts, who shall also behave in an orderly and professional manner to all parties involved.
- E. Campaigning should not be destructive nor disruptive, any campaigns determined to be or in violation of the student code of conduct will lead to the following:
 - i. A warning from the Office of Student Life
 - ii. Review of candidate's eligibility by elections committee.

Section V: Election Day Procedure

- A. Election Day shall consist of four (4) consecutive business days (Monday, Tuesday, Wednesday, and Thursday). Nashville State students can vote in ONE of three ways:
 - 1. Vote online via the link sent to your @my.nsc.edu email and NSCC credentials
 - 2. Utilize an on campus voting location using your NSCC credentials
 - 3. Request a paper ballot from the Office of Student Life, Access Center, or the Student Services Office at your campus during the four days of elections.
- B. Elections will be held during the first full week of April in the Spring Semester.
- C. The area surrounding voting location shall be visibly marked.
 - a. Candidates and their supporters shall not bring any campaign material in the voting area.

Section VI: Electronic Ballots

- A. If the election will be held electronically there will be an automatic calculation of ballots.
- B. After the ballots are counted and the results are announced, candidates shall have five (5) business days to contest.
- C. Candidates shall be notified within twenty-four (24) hours of election results.

Section VII: Procedures for contesting an SGA Election.

- A. See Article X Section II of the SGA Constitution
- B. Article XIV. Composition of Election Committee
- C. The Election committee will consist of the following members:
 - a. SGA Advisor
 - b. A NSCC Faculty Member
 - c. A NSCC Staff Member
 - d. A NSCC Safety and Security Officer
 - e. An SGA Officer NOT seeking election
 - f. Two (2) SGA Senators

Student Government Association of
Nashville State Community College

Application for Candidacy for S.G.A. Office

Name: _____ A#: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____
Major: _____ GPA: _____ # of Semester(s) Completed at NSCC: _____

Position: President _____ Vice-President _____ Public Relations Chair _____ Treasurer _____

Qualifications for SGA candidacy: Items to submit:

- ☐ A letter of interest
- ☐ One page resume.
- ☐ Petition for Candidacy: Minimum of 25 signatures of currently enrolled students.
- ☐ At least 1 letter of recommendation from Nashville State Community College Faculty/Staff.

SGA Candidate Agreement Form

I, _____, acknowledge that I have read the S.G.A. Constitution, By-Laws, and the Student Code of Conduct, and understand that I will be held accountable for all information within during the election process and afterwards if I should take office.

I understand I must meet all of the requirements as stated to be installed into an S.G.A. office and to maintain that office, including but not limited to the following: 1) the completion of one semester at Nashville State Community College with a minimum GPA requirement of 2.5 and 2) maintaining a minimum enrollment of six (6) credit hours for each semester I am in office with a minimum GPA requirement.

I understand that being voted into office by the student body is dependent on GPA and conduct record; and if I fail to meet any of the requirements before or during my tenure I may be removed from office.

I understand that by signing this form I am giving permission for the Director of Student Life to check my class status, enrollment, GPA, and other necessary information for verification purposes.

S.G.A. Candidate: _____ (Print)

S.G.A. Candidate: _____ (Sign)

Student Government Association of
Nashville State Community College
Petition for Candidacy

Name: _____ A#: _____

Please use this form to collect a minimum of 20 signatures from student who endorse your candidacy. In the case of an online endorsement, students can provide full name and a-number.

Student Signatures:

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

Total Expenditures/Donations

Candidates for any office have a spending limit of \$50.00. This includes donation amounts. Candidates must be prepared to submit an ITEMIZED list of total expenses if requested.

Pledge for Candidates in Election

Candidate Pledge

As a candidate for an SGA position, I have read the election packet in whole and completely understand it and will abide by the rules and regulations that the Student Government Association of Nashville State Community College has outlined. Furthermore, I authorize the Office of Student Life to verify my GPA and enrollment status. I understand that this application is not intended to be any kind of contract or agreement. In the event of acceptance, I understand that any false or misleading information given in my application, correspondence, discussion, or interview may result in immediate termination. I allow my candidate information to be published on the NSCC website and in NSCC publications. I understand also that I am required to abide by all rules, regulations and policies of Nashville State Community College.

Candidate Signature: _____