



BALL STATE UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION

SPRING 2022

ELECTIONS PACKET

Table of Contents

LETTER TO PROSPECTIVE CANDIDATES.....	2
ELECTIONS SCHEDULE	4
CANDIDATE CHECKLIST	5
RECEIPT OF CANDIDATE CHECKLIST	6
FORMS	7-18
Nomination Form (Senators)	7
Nomination Form (Executive Board)	7
Candidate Campaign Form	8-11
Transcript Release Form	12
Campaign Information Form	13
Ballot Form	14
Deposit Payment Form	15
Receipt of Deposit Payment	16
Campaign Expenditure Form	17-18

Letter to Prospective Candidates

This elections packet will contain the documents and information that will be necessary to your campaigns for a position in Student Government. The packet contains documents that will be relevant to both prospective Senators as well as Executive Tickets.

The elections set to take place in Spring of 2022. If there are any questions about what current seats are available, please contact sga@bsu.edu.

To qualify for an Executive Ticket campaign, each prospective candidate applying must have completed three (3) semesters of classes at Ball State University. In addition to that, prospective executive ticket members must hold a **2.8** cumulative grade point average, prospective senatorial candidates must hold a **2.5** cumulative grade point average, and both prospective executive and senatorial candidates *must have a full-time status at time of nomination*. Candidates may be nominated by any student of Ball State University, with the exception that candidates are not permitted to self-nominate. For further clarification of eligibility please refer to Chapter 3 of the Elections Code.

Included in this packet are several forms, it should be noted that these forms are time-sensitive and must be complete and submitted by due dates listed. The following forms are included within this packet:

- Letter from the Elections Commissioner
- Elections Schedule
- Candidate Checklist and Receipt
- Nomination Forms for Senators and Executive Tickets
- Candidate Campaign Forms and Transcript Release Forms
- Campaign Information Form
- Ballot Form
- Deposit Payment Form and Receipt
- Campaign Expenditure Form

It should be noted that in the past there has been a nomination petition requirement. Beginning this year that will no longer be the case and will no longer serve as a barrier to entry. Candidates are only required to meet the academic and form qualifications as well as being nominated.

It is heavily encouraged that these forms are reviewed early on, so that potential questions may be answered in a timely manner should they arise. In addition to these forms, the Elections Code will be a critical source of information for any prospective candidates. It is heavily encouraged that prospective candidates familiarize themselves with the Elections Code before as well as during their campaigns.

The most recent version of the Election Code can be found as a hard copy in the SGA Office in the Student Center, Room 112.

For those who are considering an executive ticket campaign, it should be noted that ***a deposit payment of \$100.00 is required.*** This deposit payment is accepted in the form of a check or money order only. **The deposit payment and all completed application forms are due by 4pm on February 8th, 2022** to the Office of Student Life in Student Center, Room 133. You are also required to submit a link to your ticket's webpage and/or social media to Stacy Myers and Abby Haworth at smyers@bsu.edu and anhaworth@bsu.edu, respectively. This information will be utilized for the purpose of online voting.

Finally, I feel that we must at least make note of the current exigent circumstances we are facing in our world today. We are truly in unprecedented times, dealing with a polarizing political climate, economic disturbances, and a global pandemic on top of our already accustomed conditions as leaders, students, and individuals. Remember to stay safe and healthy, both physically and mentally.

Should any questions arise, please feel free to contact me, Kate Swope, at kjswope@bsu.edu.

Best of luck!

Sincerely,

Kate Swope

Elections Commissioner

Elections Schedule

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Location</u>
Jan. 24	Elections Packet Available	5 p.m.	SGA Office/Online
Feb. 4	Nomination Application Due	4 p.m.	SGA Office/Emailed to kjswope@bsu.edu
Feb. 7	Nomination Convention	5 p.m.	Online
Feb. 7	Open campaigning begins immediately following Nomination Convention		
Feb. 8	Applications & \$100 Deposit Due.	4 p.m.	
Feb. 10	Vice Presidential Meet/Debate	7 p.m.	Teachers College Room 120
Feb. 11	Late Nominations Due	5 p.m.	SGA Office/Emailed to kjswope@bsu.edu
Feb. 15	Presidential Meet/Debate	7 p.m.	Pruis Hall
Feb. 17	Executive Ticket Debate	7 p.m.	Pruis Hall
Feb. 20	Expenditure Forms Due	5 p.m.	SGA Office
Feb. 21	Voting Polls Open	8 a.m.	Online
Feb. 22	Voting Polls Close	5 p.m.	Online
Feb. 22	Winners Announced	5:30 p.m.	Office of Student Life/Online
Apr. 20	Inauguration	3:15 p.m.	Cardinal Hall B

Candidates and Campaign Managers will be notified when deposit payments are available for pick up.

All times, locations, and dates are subject to change, should any changes take place the tickets shall be notified. Should you have any questions about the schedule please contact the Elections Board.

CANDIDATE CHECK LIST

(To be completed at the Nomination Convention)

I/We, _____, certify that I/we have turned in all the following materials:

- ____ Nomination Form
- ____ Deposit Payment Form
- ____ Check for \$ _____ made out to Student Government Association
- ____ Candidate Campaign Form(s)
- ____ Campaign Information Form
- ____ Ticket picture and web information emailed to smyers@bsu.edu and anhaworth@bsu.edu

all of which are completed fully and truthfully.

Signature of Candidate

Date

Signature of Candidate (Executive Only)

Date

RECEIPT OF CANDIDATE CHECK LIST

(To be completed at the Nomination Convention)

All forms are filled out and completed in their entirety.

Name of Candidate/Executive Ticket

Signature of Recipient

Position on Elections Board

Date

Signature of Recipient

Position on Elections Board

Date

NOMINATION FORMS

(To be completed by the person making the nomination and submitted at the Nomination Convention)

INDIVIDUAL CANDIDATES (SENATORS)

I, _____ hereby nominate _____ for the position of Student Senator for the (please select one caucus OR University Senate):

___ At-Large Caucus ___ Off-Campus ___ Collegiate Caucus (College: _____)
(Please ensure that you verify which college you are a part of)
___ University Senate

Signature of Nominator

Date

I accept the nomination for the position of _____.

Signature of Nominee

Date

EXECUTIVE TICKET (President/Vice President)

I, _____, hereby nominate the _____ ticket, comprised of the following members:

President: _____

Vice President: _____

Signature of Nominator

Date

I, _____, as the presidential nominee accept the nomination.

Signature of Nominee

Date

(

CANDIDATE CAMPAIGN FORM

To be completed by each candidate and submitted within three days of receipt of the Election Packet)

I, _____, hereby announce my intent to run for the office of _____ . I agree to abide by the rules outlined in the Student Government Association Elections Code, the Candidate Information Letter, and any subsequent rulings laid down by the Elections Board as mandated by the Elections Code. I also understand that I may, upon any violation of these rules, be subject to a reprimand, fine, or disqualification of my candidacy.

Signature of Candidate

Date

Ball State ID Number

Major

Email Address

Phone Number

Signature of Recipient

Date

(

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Signature of Candidate

Date

Ball State ID Number

Major

Email Address

Phone Number

Signature of Recipient

Date

(

TRANSCRIPT RELEASE

(To be completed by each candidate and submitted within three days of receipt of the Election Packet)

I, _____, hereby authorize my transcript to be released to the Student Government Association for the purposes of verification of my eligibility for candidacy in the Student Government Association by the Elections Board. I further understand that, if elected, the Student Government Association may verify that I meet the requirements of my office during my term.

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(To be completed by each candidate and submitted within three days of receipt of the Election Packet)

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CAMPAIGN INFORMATION FORM

(To be submitted at the Nomination Convention)

I hereby appoint _____ as my/our Campaign Manager and/or
_____ as my/our Campaign Treasurer. I understand that my Campaign Manager
and Treasurer will be contacted by the Elections Board on matters pertaining strictly to their positions. I
further understand that I will be responsible for their violations of the Elections Code.

Signature of Candidate or Presidential Candidate

Date

BALLOT FORM

I wish to have my/our name(s) appear on the ballot as follows:

Name of Individual Candidate

Office Sought

OR

Print Name of Ticket

Name of Presidential Candidate

Name of Vice-Presidential Candidate

Signature of Candidate or Presidential Candidate

Date

DEPOSIT PAYMENT FORM

(To be completed by a ticket candidate and submitted with \$100 deposit payment by February 3rd at 4 p.m. in the Office of Student Life)

I, _____, as a candidate for the office of _____, do understand this deposit will be held against possible violations of the Student Government Elections Code. I further understand that this deposit will be forfeited in part or whole if I am found responsible by the Elections Board of such violations. If this deposit is forfeited in whole, I understand that any further fines will be deducted from my expenditure limit. I am also entitled to appeal any findings of the Elections Board to the Judicial Court. If I do not violate the Elections Code, my deposit will be returned in whole within one week after the election.

Deposit is payable only as a money order or personal check, made payable to the Student Government Association.

Signature of Candidate

Date

Check/Money Order Number

RECEIPT OF DEPOSIT PAYMENT

_____ has filed a deposit on behalf of the ticket _____ in the amount
of
\$ _____ in accordance with the Student Government Elections Code.

Check/Money Order Number

Signature of Recipient

Date

CAMPAIGN EXPENDITURE FORM

(To be completed and submitted by 5 p.m. the day preceding the opening of the polls)

Receipts must be attached for all items purchased for the campaign. Items donated should be listed with the retail value and include the name and phone number of the person making the donation. Photocopies of receipts are acceptable. The back of this form may be used if more space is necessary.

Ticket campaign expenditures *shall not exceed* more than **\$1,000**. If that amount is exceeded, the ticket will be taken out of the election. Senator campaign expenditures *shall not exceed* more than **\$250**, if that amount is exceeded, the senator will be taken out of the election.

PURCHASED ITEMS

DATE	ITEM PURCHASED	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL COST: _____

DONATED ITEMS

DATE	ITEM DONATED, NAME AND PHONE NUMBER	VALUE
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL VALUE: _____

TOTAL EXPENDITURES: _____

I certify that this expenditure report is an accurate representation of all purchases and donations used for my campaign. I further understand that if a discrepancy is found in this report, I may be disqualified, even if I win the election.

Signature of Candidate or Presidential Candidate

Date

