

Miles College
Student Government Association



2021 Elections
Official Candidate Packet

Schedule for SGA Elections

Information Sessions

- ONLY Aspirants for the SGA President & SGA Vice-President, Mister and Miss Miles College, Class Presidents and Class Queens, **Wednesday, March 3, 2021, in the Kirkwood Balton Theater, 12:30m – 1pm.**

Applications

- **Application Due date**
 - All Candidates running for any SGA Office, Mister Miles, Miss Miles, and Class Presidents and Class Queens, applications are due, **Friday, March 5, 2021** in the Office of Student Activities (Room 221) **by 3 pm, NO EXCEPTIONS!!!**

Mister and Miss Miles College Interviews

- **Friday, March 12, 2021** - Student Activity Center Board Room, Starting at 3pm.

Notification of Certified Candidates

- The list of certified candidates will be posted on the Student Activity Center Bulletin Board on **Friday, March 5, 2021 by 5 pm.**

Campaigning Begins

- **Monday, March 8, 2021 after 8 am** – Silent Campaigning (No In-Person) will begin.
- **Monday, March 15, 2021 after 8 am** – Campaigning will begin.

Speeches & Debates

- **Monday, March 1, 2021** Magic Student Center, 11 pm - 12 pm.
- **Friday, March 25, 2021** Pearson Hall (during the Pageant), 7 pm.

Mister and Miss Miles College Pageant

- **Friday, March 25, 2021** – Pearson Hall Auditorium, Miles College, 7 pm – 9 pm.

Election Days

- Elections will take place in the Student Activity Center, **Monday, March 28, 2021 starting at 9 am and ending at 3 pm.**

Election Results

- Election results will be announced on **Tuesday, March 29, 2021.**

Election Overview

1. Each SGA Presidential, Mister Miles College and Miss Miles College candidate must be eligible in all respects (i.e. GPA, credit hours, etc.) at the time of application. Candidates must be in good standings with the College. Good standing is defined as a minimum 3.25(SGA President), 3.1(SGA Vice-President), 3.0 (Mister Miles College and Miss Miles College) cumulative grade point average, a minimum of 45 Credits Hours and no judicial sanctions.
2. All candidates, and appointed Class and SGA Executive Board Officers must be cleared through the Office of Student Affairs. Students shall be declared ineligible if they are under active sanction of suspension or currently on disciplinary probation for multiple minor violations of the Code of Student Conduct (Code), or aggravated violations, or completed suspension sanction, or controlled dangerous substance violations, or disruptive conduct, or weapons violations. The Office of Student Affairs shall hold each student to a high standard of behavior, both to protect the campus community, and to promote student moral development, when reviewing eligibility of candidates.
3. Attendance and proper business attire are required at all events.
4. Candidates for Student Government Association President and Vice President must run together on the same ticket and must be elected together. Running mates must be chosen prior to application deadline. Final slate of candidates will be determined by submitted applications. ***The disqualification of one running mate automatically disqualifies the other person on the ticket.***
5. Candidates for Class President and Vice-President must run together on the same ticket and must be elected together. Running mates must be chosen prior to application deadline. Final slate of candidates will be determined by submitted applications. ***The disqualification of one running mate automatically disqualifies the other person on the ticket.***
6. All candidates, except those running for SGA President, SGA Vice-President, Mister Miles College and Miss Miles College, are required to give a 3-minute speech. The audience will be allowed to pose questions to the candidates following the speeches.
7. Only the candidates running for SGA President/Vice-President and Class President/Vice-President will participate in a debate.
8. Candidates for Mister Miles College and Miss Miles College are required to have an interview and participate in the Mister Miles College and Miss Miles College Pageant. The dates and times for the interviews and pageant are publicized in the election's timeline. More information concerning the election process for Mister and Miss Miles College are on page 6.
9. If you have any questions, comments, or concerns, please speak with the Director of Student Activities in the Student Activities Center, Mr. Leon Moody (lmoody@miles.edu | 205.929.1400).

Rules for Campaigning

1. All potential candidates for office must be certified by the Director of Student Activities as eligible participants before campaigning begins. Potential candidates must be in good standing with the College. Good standing is defined as a minimum 3.25(SGA President), 3.1(SGA Vice-President), 3.0 (Mister Miles College and Miss Miles College) cumulative grade point average, a minimum of 45 Credits Hours and no judicial sanctions.
2. Silent Campaigning will not begin until **Monday, March 8, 2021 after 8 am** ANYONE caught non silently campaigning before the official start date on Campus will be automatically disqualified. Regular Campaigning will not begin until **Monday, March 15, 2021 after 8 am** ANYONE caught campaigning before the official start date on *Facebook, Instagram, Twitter* or any other Social Media/Internet sites will be automatically disqualified. Do not pass out ANY campaign materials, which include but are not limited to t-shirts, handbills, posters, etc. prior to **Monday, March 15, 2021 after 8 am**.
3. There will be no infringing on property rights (i.e. hiding signs, destroying signs, poster, fliers, etc.). In addition, disrespect displayed by any candidate will not be tolerated.
4. There will be no campaigning in or campaign propoganda on the following buildings: Brown Hall, Welcome Center, Athletics Facilities and the SUB. Do not place campaign propoganda on any Miles College entrances or exit.
5. Do not deface (destroy, damage, scar, disfigure) school property with campaign materials or propoganda. **Only place flyers and posters on bulletin boards.** Do not place flyers or posters on glass, light fixtures, construction fences or on the Miles campus directories. Do not place signs or posters with stakes into the ground, and **NO CHALKING AT ALL!!! DO NOT PLACE ANY CAMPAIGN MATERIALS (flyers, balloons, etc.) ON THE WELCOME CENTER. In addition, FLYERS CAN ONLY BE POSTED ON THE DISPLAY SCREENS IN THE STUDENT ACTIVITIES CENTER.**
6. Campaigning in the Student Government Association Office and Office of Student Activities is prohibited.
7. All signs, posters, and flyers must be completely removed from the campus by 5 pm the day after elections.
8. Permission must be received from Resident Directors to post campaign materials in the resident halls. Candidates must receive permission from administrators in all academic buildings before posting campaign materials in that particular building.
9. Neither candidates nor any Miles students are allowed to set up voting stations in **any** academic buildings, nor the Student Center. **You are prohibited to vote on behalf of other students.**
10. The distribution of food and non-alcoholic drinks (cookies, cupcakes, pizza, ice cream, coffee, smoothies etc.) by candidates or anyone associated with them will need to complete an Activity Permit. If distributing candy only pre-wrapped candy is allowed.
11. Candidates may request a table in the Student Center between the hours of 11am – 2pm, Monday - Friday. Please visit the Building Operations Manager to set up a table.

A candidate found violating any of the rules above will be subject to elimination from the elections process.

Voting Instructions

Voting will begin **Monday, March 28, 2021 starting at 9 am and ending at 3 pm.** Electronic Ballots will be in the Multipurpose Purpose Room on Laptops using Google Form and will require the use of the Official Miles College Email. The Voting Site is located in the Multipurpose Room on the 2nd Floor of the Student Activities Center.

Candidates may also submit a brief profile, using Microsoft word, to appear on the Ballot:

1. Name
2. Classification
3. Personal Philosophy
4. Platform

Please note: *Your submissions will not be edited but will not be posted if any information is deemed inappropriate.*

All Ballot information must be submitted electronically to Mr. Leon Moody | lmoody@miles.edu by **3:00 pm on Monday, March 28, 2020**. If you have any questions concerning the ballot, please visit Mr. Moody's office in the Student Center room 221.

Instructions to post flyers around Campus

1. Only certified candidates and campaign managers may post flyers around campus
2. Send an email to lmoody@miles.edu - Include in your email the following:
 - 2.1. Your full name
 - 2.2. Position you are running for
 - 2.3. Phone number
 - 2.4. Start date the advertisement should be posted
 - 2.5. Flyers should be ATTACHED in jpeg format, 300dpi, and portrait dimensions
 - 2.6. The Student Activities Center reserves the right to refuse to post images that are of poor visual quality or are deemed inappropriate or offensive.

Mister and Miss Miles College Applicants

Criteria

1. Applicants must possess at least a **3.0 cumulative grade point average** at the time of application, be certified as a junior or senior for the following fall semester and must have no less than 60 credit hours. Transfer students must have 60 credit hours, 24 of the credit hours must be Miles College credits.
2. Applicants must be involved in at least one form of College extra-curricular activity.
3. Each applicant must participate in an interview and submit a letter of intent, explaining why he/she would like to be Mister/Miss Miles College.
4. Applicants must be well poised, articulate, responsible, and possess leadership qualities.

5. Selection of Mister and Miss Miles College

6. Mister and Miss Miles College will be selected through a percentage score system that will include accumulated points from the following sectors: **professional interview, pageant and student body vote**. The candidates with the highest total percentage scores will be elected Mister and Miss Miles College. Below are details for each sector.
 - 6.1. INTERVIEW: Candidates will be judged on his/her letter of intent, public speaking skills, appearance, intellect, poise, and articulation.
 - 6.2. PAGEANT: Candidates will be judge on the following categories: Introduction, Oratory, Talent, Poise and Question/Answer segment.
 - 6.3. SECRET BALLOT: The student body will vote through an electronic secret ballot process on the candidates **March 28, 2020**.

Mister and Miss Miles College Scoring Rubric

1. Student Body Vote: 50%
2. Pageant Score: 25%
3. Interview Score: 25%

Total Amount of Points Per Segment:

1. Student Body Vote: Registered # of students
2. Interview: 150
3. Pageant: 300
 - 3.1. (*denotes the winner)

Sector	Percentage	Candidate #1 Sector Score	Candidate #1 Percentage Score	Candidate #2 Sector Score	Candidate #2 Percentage Score
Interview	25%	116/150	$.25 \times 116 = 29$	108/150	$.25 \times 108 = 27$
Pageant	25%	232/300	$.25 \times 232 = 58$	253/300	$.25 \times 253 = 63.25$
Student Vote	50%	533	$.50 \times 533 = 266.5$	512	$.50 \times 512 = 256$
Total Score	100%	881	*353.5	873	346.25

Constitutional Guidelines for SGA Elections

The candidates for the Presidency and Vice-Presidency of the Student Government Association, shall be certified as juniors or seniors for the following fall semester and will have **NO LESS THAN 45 CREDITS** at the time of application for their position.

In case of a transfer student who seeks the office of President, Vice-President, he/she must have matriculated at Miles College for two (2) consecutive semesters prior to the semester in which the election is held. In addition, transfer students are required to have a minimum of 24 credit hours, which must be from Miles College, and a 3.25(SGA President) and 3.1 (SGA Vice-President) cumulative grade point average.

All candidates seeking positions within the Student Government Association must have a **cumulative 3.0 grade point average** at the time of application for office. If a candidate has less than a cumulative 3.0 grade point average at the time of application for the position, he/she will not be eligible to run for the designated position.

The candidates for class officers other than the freshman class must be pursuing the equivalent credits that will make him/her eligible for the office for which he/she is running at the end of the semester of candidacy. For instance, Freshmen running for a Sophomore Class position **must have at least 18 credits**, Sophomores running for a Junior Class position **must have at least 45 credits** and Juniors running for a Senior Class position **must have at least 75 credits** by the end of the Spring semester.

In case of a transfer student, he/she must have matriculated at Miles College the semester prior to the semester in which the election is held and have successfully completed **no less than 12 credits** at Miles and with no less than a cumulative **3.0 grade point average** at Miles at the time of application and the required hours for the office which he/she seeks.

If by the end of the semester of candidacy, an elected candidate for any office does not have the required credit he/she will be required to relinquish his/her position to the next highest runner-up who is qualified for the office.

The Vice-President of Student Affairs verifies the academic average and credits to meet the candidacy requirements. The Board of Election Supervisors determines all petitions and final actions regarding the election.

An orientation process shall begin as early as a week after the election but no later than the new administration's inauguration in April. The orientation period is for the newly elected President, Vice-President, Mr. and Miss Miles, Class Presidents and the Executive Board of the Student Government Association. The newly elected officers shall be officially in office on the last Friday in April.

Student Government Association Vice-President

The Student Government Association Vice-President shall be the President of the Student Senate and shall impartially preside at its sessions. That individual shall cast the decisive vote in cases in which there is a tie vote. That individual shall also work closely with the President in coordinating the functions of the Student Government Association and through the Senate, keep abreast of the workings of each department. That individual shall function as second in command of the Executive Board of the Student Government Association.

Class President

1. The President is the chief executive officer and policy leader of his/her class.
2. The President shall preside over all class meetings and insure they are conducted in an orderly fashion.
3. The President shall be empowered to make recommendations to the Class Executive Board for their consideration of such matters that he/she judge necessary and important.
4. The President shall request and entertain all written and/or verbal opinions of class officers and members upon any matter, which may have an impact on the class as a whole.
5. The President shall propose an agenda for all class meetings.
6. The President shall have the power to call a special session of the class and/or Executive when he/she decides it is necessary.
7. The President shall have the power to deem any meeting closed to the public and all class members when he/she feels that the Executive Committee has confidential business to discuss.
8. The President shall appoint committees and chairpersons of committees.
9. The President shall meet regularly with other class officers.
10. The President shall serve as a member of the Student Government Association Executive Board and attend all weekly meetings.

Class Vice-President

1. The Vice-President shall be empowered to act for the President if he/she is unable to perform duties of his/her office.
2. The Vice-President performs all duties as directed by the President.
3. The Vice-President shall be an official non-voting member of every committee appointed unless otherwise stated.

Class Secretary

1. The Secretary shall be responsible for recording official minutes at every meeting of the class Executive Board and every class meeting.
2. The Secretary shall prepare minutes for distributing to each class officer.
3. The Secretary shall keep an accurate attendance book.
4. The Secretary shall be responsible for all facilities as needed by the class.
5. The Secretary shall requisition all facilities as needed by the class.
6. The Secretary shall perform other such duties as directed by the President.

Senators

1. There shall be Class Senators for each class.
2. The Senators shall attend all Student Senate meetings called by the Student Government Association Vice-President.
3. The Senators shall give reports to the class Executive Board of the Student Senate meetings.
4. The Senators shall be responsible for presenting class concerns and programs to the Senate on behalf of the class when necessary for Senate approval.
5. The Senators shall perform all other such duties as directed by the President.

Class Treasurer (if applicable)

1. The Treasurer shall receive all funds and be responsible for their safekeeping, accounting and audit.
2. The Treasurer shall be responsible for their preparation of records of all expenditures according to the class account.
3. The Treasurer shall file receipts for all purchases made by the class.
4. The Treasurer shall make monthly financial reports available to the class members.
5. The Treasurer shall be responsible for preparing a report of all class expenditures and transactions to the Comptroller of the Student Government Association.
6. The Treasurer shall perform other such duties as directed by the President.

Class Queens

1. The **Class Queen** shall serve as the official host of the class.
2. The **Class Queen** shall be presented as the class representatives to the school during the Mister and Miss Miles College Coronation.
3. The **Class Queen** are official members of the College's Royal Court.
4. The **Class Queen** must attend and actively participate in all class programs and planning sessions.
5. The **Class Queen** shall serve on the Professional staff when needed.
6. The **Class Queen** shall coordinate at least one community service project each academic semester.
7. The **Class Queen** shall perform other duties as directed by the President.

Special Duties and Responsibilities of the Class Presidents

Senior Class

- Convocation
- Senior Ball/Banquet
- Senior Class Trip

Junior Class

- Outstanding Miles Man Banquet
- Outstanding Miles Woman Banquet
- Adopt-A-Freshman Program
- Junior Week

Sophomore Class

- Sophomore Week
- Unity Week

Freshman Class

- Freshman Week
- School Spirit Campaign

Miss Miles College

1. Miss Miles College shall serve as the official hostess of the College.
2. Miss Miles College will serve as the representative of Miles College at the National Black College Alumni Hall of Fame Pageant.
3. Miss Miles College will be a non-voting member of the Student Government Executive Board and is required to attend weekly meetings.
4. Miss Miles College shall be responsible for coordinating and carrying out at least one major community service project each regular academic semester, which will benefit the Miles student body and/or City Community and serve as a reflection of the College's concern for the betterment of the community.
 - 4.1. One of the projects will consist of instituting and maintaining a scholarship drive in conjunction with Mister Miles College.
 - 4.2. The second independent project will be a major project of her choice.

Mister Miles College

1. Mister Miles College will serve as the official host of the College.
2. Mister Miles College will serve as the representative of the College at the Mister HBCU Pageant.
3. Mister Miles College will be a non-voting member of the Executive Board and is required to attend weekly meetings.
4. Mister Miles College shall be responsible for coordinating and carrying out at least one major community service project each regular academic semester.
5. One of the projects will consist of instituting and maintaining a scholarship drive in conjunction with Miss Miles College.
6. The second independent project will be a major project of his choice.

Legislative Branch

1. The Legislative Branch consist of all the members of the General Assembly (GA).
2. He/she shall be responsible for attending all GA meetings.
3. Report all public matters pertaining to the meeting to the Student Body and Executive Board, and
4. Serve as the chief liaison to the GA.

Miles College
Student Government Association
Candidacy and Eligibility Application

(Please Print Clearly)

Full Name: _____

Classification: _____ Major: _____

Student Identification Number: _____

Local Address: _____

Cellular Phone Number: _____

Miles Email Address: _____

Social Media Account: _____

Position Being Sought: _____

Running Mate (If applicable): _____

I have read and understand the rules and regulations concerning the Student Government Association's election process. I agree to duly respect other candidates, their property, and right to campaign. Additionally, I will adhere to all College's policies and the Student Code of Conduct. I understand that if I violate any of the rules and regulations, I may be eliminated from the elections process.

Signature of Candidate

Date

For office use only: Please see Academic Records for Official reporting data.

Cumulative G.P.A:		Credit Hours Earned:	
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MILES COLLEGE
STUDENT GOVERNMENT ASSOCIATION
ELECTIONS 2020
PROJECT SERVICE INITIATIVE
REQUEST FORM
(Please Print Clearly)

Full Name: _____ Position Being Sought: _____

Cell Phone Number: _____ Email: _____

Projected Date: _____ Location: _____

Title: _____

Please summarize the purpose of your Project Service Initiative in the box below.

Forms must be turned into the Student Activities Office by Friday, March 5, 2021 by 3pm.

If you have any questions, feel free to email them to Leon Moody | lmoody@miles.edu