



Candidacy Packet for UAA Student General Elections **Fall 2017**

The USUAA Election Board thanks you for your interest in taking an active role and running for office in the University of Alaska Anchorage Student General Election. In this packet, you will find the requirements for the position and candidacy forms. Familiarize yourself with the regulations and policies. An outline of the roles and responsibilities associated with elected positions can be found in the USUAA Constitution and Bylaws at www.usuaa.org.

The USUAA Elections Board is currently seeking candidates for the following positions:

- USUAA Delegates (14 seats – up to 2 per UAA College, including Graduate College)
- Concert Board Members (3 seats)
- Media Board Member (1 seat)
- Green Fee Board (3 seats)

Criteria for Eligibility

- Currently and remain enrolled in at least three credits at the University of Alaska Anchorage and in good disciplinary standing
- **Minimum of 2.5/4.0 cumulative UAA GPA** (at time of application) or, if a freshman student, provide proof on high school transcript confirming 2.5/4.0 cumulative GPA
- Completed application

Candidates for all positions should demonstrate the following characteristics:

- Communicate effectively with a wide range of people
- Think in the abstract, seeing the big picture
- Apply strong analytical thinking to policy issues
- Reach consensus on complex issues
- Willingness to take a public role
- Skills and comfort level required to interact with various UAA and non-UAA people and entities
- Willingness to devote large amounts of time working on complex issues

Candidacy Declaration Form must be received by **5pm, Thursday, November 2, 2017** to ensure your name appears on the ballot. Candidates who submit the form after this deadline will not appear on the ballot (other than as a write-in). Deviation from the candidacy requirements and policies may result in your disqualification as a candidate. You may begin campaigning only upon receiving official certification from the USUAA Election Board. Consult the USUAA Constitution and Bylaws at www.usuaa.org for further information regarding the election process.

For more information, contact Kim Morton, Interim Associate Director for Student Leadership and advisor to USUAA at 907-786-1371; kmorton11@alaska.edu



Position Overviews

Fall 2017

USUAA Assembly

USUAA Delegate

USUAA Delegates are elected to represent their respective College to represent the specific needs of that student population. Delegates are responsible for researching, drafting, and voting on legislation dealing with student issues in order to enhance the quality of education and life for both current and future UAA students. This position requires time, dedication, and a desire to serve UAA. USUAA Delegates are required to serve on one of USUAA's committees, attend all USUAA Assembly meetings (every Friday, 3pm, while classes are in session), be responsible for reporting back to respective College all ongoing USUAA business, and represent the UAA student body ethically.

Additional information on the duties and responsibilities of senators may be obtained by visiting www.usuaa.org or by visiting the USUAA Office on the second floor of the Student Union Room 201.

UAA Boards

UAA Concert Board Member

Concert Board is an official UAA student organization funded by student fees whose primary mission is to bring nationally known musicians, entertainers, and performers to UAA. The Board is comprised of seven UAA student volunteers. Five board members are elected students and two members are appointed. The students on the Board engage in all aspects of event production and promotion. Board members attend weekly meetings and have additional responsibilities according to the Concert Board Constitution and Bylaws.

Media Board Member

Media Board oversees and provides support for all major media outlets at UAA including The Northern Light student newspaper and KRUA, the student radio station. The Board and its members review the media student fee and have sole authority of the allocation for this fee line. The Media Board is composed of two students elected at large from the media fee paying students at UAA, one student member appointed by the President of USUAA, one student appointed by the Chair of the Journalism & Public Communications Department, one advisor from each of the student media, and one member of the Anchorage professional media community who is an Alumnus of UAA.

Green Fee Board Member

The purpose of the Green Fee Board is to promote sustainability efforts that are environmentally wise, economically sound, and socially responsible through student-led initiatives, outreach programs, and sustainability projects intended to benefit the student body at UAA. The Board is tasked with ensuring responsible disbursement of Green Fee funds (The Green Fee is a \$3 fee paid by students taking 3 credits or more in the Anchorage campus, collected fall and spring only).

Further information about Concert Board, Media Board, and the Green Fee Board may be obtained by contacting Zac Clark, Boards Coordinator at zac@alaska.edu.



Election Timeline

Monday, October 16, 5:00 pm	Candidates may begin campaigning upon completion of a Candidacy Declaration Form.
Thursday, November 2, 5:00 pm	Candidacy Declaration Form (CDF) deadline. Turn in to Student Life and Leadership, Student Union 218.
Monday, November 6 by 8:00pm	Candidates must remove all campaign materials from within 30 feet of the polling locations .
Tuesday & Wednesday, November 7 & 8	Polls open from 9:00 am to 7:00 pm - Online at uaa.alaska.edu/life or on-campus locations: Student Union, Rasmuson Hall and Social Sciences Building
Thursday, November 9, 5:00pm	Candidates must remove all campaign materials.
Friday, November 10, 5pm	Un-official election results posted on the USUAA office door and www.usuaa.org . Results will remain unofficial until the end of the contesting period and certification by the USUAA Election Board.
Monday, November 13, 5pm	Contesting period ends. Any complaint related to the election process must be received by this deadline. Submit complaints to Student Union, Room 218.
Tuesday, November 14, 5:00 pm	USUAA Election Board will certify election results and post official election results on USUAA office door and at www.uaa.alaska.edu/unionofstudents .

Questions

For more information, contact Kim Morton, Interim Associate Director for Student Leadership and advisor to USUAA at 907-786-1371; kmorton11@alaska.edu



UAA Student General Election Process

The UAA Student General Elections will be held on **November 7 and 8, 2017**. Students must file for candidacy to be considered and appear on the election ballot. A completed Candidacy Declaration Form (CDF) must be submitted by the stated deadline. Candidates' eligibility will be reviewed to ensure compliance with all requirements according to the USUAA Constitution and Bylaws. If eligible, candidates must attend a candidate workshop to be certified. No campaigning can begin until the candidate is certified.

Consult the USUAA Constitution and Bylaws at www.usuaa.org for further information on the election process.

All candidacy packets, with required materials, must be submitted by **5pm on Thursday, November 2, 2017** to the Student Life and Leadership Office in Student Union 218.

Policies Regarding Campaign Publicity

When distributing campaign advertisements, candidates must adhere to the following regulations:

- All advertisements must be hung with **blue or green painter's tape**. Other tape, sticky adhesives, or tacks may not be used.
- Campaign materials are **not** allowed in or on the following areas:

Windows or glass

Bathrooms

Over other candidate's signs

Mirrors

Floors

Within 30 feet of the polling stations

If you wish to hang campaign materials in the Residence Halls, MAC or Temple Wood Apartments, **permission must be granted by University Housing**, located in the Gorsuch Commons.

- Materials may not convey subliminal and/or inappropriate messages.
- No candidate may attempt to monopolize space; everyone must leave room on bulletin boards or other appropriate locations for other candidates or groups to place their posters.
- Materials *may not involve the use of student government funds, materials, or personnel*.
- All candidates must run an ethical campaign. Public libel (i.e. mudslinging) against another candidate will not be permitted.
- Materials may not violate any of the guidelines established by UAA.

The USUAA Election Board reserves the right to add to, delete, or modify these policies at any time.

In the event that a candidate violates these or any other regulations of the USUAA Election Board or the University, the following sanctions may be taken: Verbal warning, written warning, public reprimand, removal from the ballot, and/or disciplinary referral to the Dean of Students Office.

The decision to levy a sanction lies solely within the discretion of the USUAA Election Board and depends on the severity of the infraction.

For more information, contact Kim Morton, Interim Associate Director for Student Leadership and advisor to USUAA at 907-786-1371; kmorton11@alaska.edu



UAA General Elections Fall 2017 Candidacy Declaration Form

Name: _____ Student ID # _____

Degree Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

I hereby declare my intention to be a candidate for the following office within the Union of Students of the University of Alaska Anchorage governing structure, and agree to abide by all requirements as established by the USUAA Election Board. A candidate's name may only appear on the ballot once (i.e., students may only run for one office). I understand that no campaigning can begin until the USUAA Election Board certifies me.

USUAA Assembly

☐ **USUAA Delegate**

UAA College Represented: _____

UAA Boards

☐ **Concert Board Member**

☐ **Media Board Member**

☐ **Green Fee Board Member**

I authorize the Student Life and Leadership office to verify my eligibility for candidacy in the USUAA General Elections. I understand that my enrollment status, GPA, and disciplinary standing will be verified. I attest that I meet all the requirements for holding this position.

Signature

Date

Candidacy Declaration Form and Candidate Workshop/Spotlight Participation Form must be submitted to Student Life and Leadership, Student Union 218, by 5pm on Thursday, November 2.

For more information, contact Kim Morton, Interim Associate Director for Student Leadership and advisor to USUAA at 907-786-1371; kmorton11@alaska.edu

For Office Use Only

Date/Time Received: _____ Staff Initials: _____

Application Complete: ☐ Yes ☐ No Meets Eligibility Requirements: ☐ Yes ☐ No Staff Initials: _____

Candidate Spotlight

If you choose to participate in the Candidate Spotlight, submit the following materials electronically to kmorton11@alaska.edu by the deadline:

1. Photograph of yourself
2. Brief biography (50 words or less)
3. List of Affiliations (i.e. clubs/organizations, religious, social, political affiliations)
4. Platform (less than 40 words), (i.e. student parking, university development, academic programs, tuition, student activities, etc.)

- ☐ I choose to **not** be featured in the Candidate Spotlight.
- ☐ I **wish** to be featured in the Candidate Spotlight and have submitted the materials listed above electronically to kmorton11@alaska.edu.

The USUAA Election Board reserves the right to edit submissions for length, libel and language. Any further campaigning is the responsibility of the candidate.

Spotlight Participation Form must be submitted to Student Life and Leadership, Student Union 218, by 5pm on Friday, October 27, 2017.

For more information, contact Kim Morton, Interim Associate Director for Student Leadership and advisor to USUAA at 907-786-1371; kmorton11@alaska.edu