



2016 BCSGA Elections Candidate Packet

Enclosed in this packet you will find information that is vital to running for an elected office. Please read it carefully as you will be held responsible for information contained within this packet and also the BCSGA Constitution and Status. Also, remember that as a candidate you are responsible for the actions of anyone campaigning on your behalf, so make sure that all of your campaign staff is familiar with this information. Please note that this packet does not discuss all aspects of the Election's Code. You are responsible for obtaining and understanding the Election's Code.

If you have any questions regarding this material, please ask before the campaigning begins. The BCSGA Elections Commission will be available to assist you. During the entire elections process, the BCSGA Elections Chair (the BCSGA Advisor – Director of Student Life) should remain your source for clarification of questions, issues, concerns, etc.

Requirements for Running for Office:

- 1) Each candidate must have completed at least twelve (12) units of coursework through Bakersfield College, excluding first-semester freshmen.
- 2) Each candidate must have a cumulative Bakersfield College GPA of at least (2.0).
 - a) First-year students shall have a cumulative 3.0 high school grade point average, determined by their official transcript.
- 3) Incumbent candidates must have completed and passed twelve (12) units during the course of the past academic year that they held office.
- 4) All candidates declared ineligible to run shall be notified by the BC Office of Student Life
- 5) Any candidate on disciplinary, academic, or social probation will not be eligible for candidacy, unless otherwise permitted by the Director of Student Life
- 6) All candidates may hold office for a maximum of four consecutive semesters, excluding summer sessions.
- 7) No candidate shall serve on the Elections Committee.
- 8) Candidates may only file for one office

All application materials must be turned into the Office of Student Life front desk located in the Campus Center, room 4. Please have materials with personal information sealed in an envelope and should be time stamped. Please make copies of all paperwork submitted for your records.

The BCSGA Elections Commission reserves the right to alter the 2016 BCSGA Elections Candidate Packet as necessary. For any questions, contact the Director of Student Life at studentlife@bakersfieldcollege.edu.

Bakersfield College Student Government Association



What does it mean to be in a Public Servant Leadership role?

Servant Leadership is a term coined by Robert Greenleaf (2002). It calls for leaders to be more pragmatic in their roles by leading others by being a servant first. The servant leader must work with flexibility in order to be responsive to the needs of those who benefit from their service (Pollard, 2006). They must also provide a fresh outlook based on their past experiences and contribute to their organization by meeting its demands in an earnest effort. Exhibiting such behavior definitely may have a positive impact on others; thus inspiring them to do more to help others.

The servant leader is "one who is a servant first" (Greenleaf, 2002). A servant leader not only serves as he or she leads, but also is supported by a mass of constituents who work similarly as hard to carry out major themes. To that end, they create a field of influence that stimulates the following (Simonaitiene, Leonaviene, & Zvirdauskas, 2004):

- Perspective thinking
- Exchange thoughts on future plans
- A strive for improvement
- Initiating new projects
- Openness for innovations and experiments
- Suggesting new and good ideas
- Noticing more possibilities than problems, as well as a fast take to decisions
- Exercising flexibility

Not only do Servant leaders act in the capacity of a leader. They are also learners, mentors, motivators, and educators. They help foster relationships between organizations, especially in the public sector, and the community at large. These relationships, in return, become the foundation for building strong relationships both in governmental agencies and constituent services.

MANDATORY MEETING FOR ALL CANDIDATES

Choose one of the 12 available meeting options | BCSGA Board Room

This meeting is mandatory for ALL potential candidates in order to commence campaigning. The Elections Commission will consider your disqualification from the elections for failure to attend. If you are unable to attend, contact the Director of Student Life immediately.

While it is not required, it is strongly recommended that your campaign manager and other campaign members attend this meeting. Remember that this meeting will clarify any changes to this packet, the elections schedule, and the Elections Code.

- | | |
|--|---------------------------------------|
| 1. Wed, March 11, 11a.m. – 12p.m. | 7. Fri, March 20, 11a.m. – 12p.m. |
| 2. Fri, March 13, 11a.m. – 12p.m. | 8. Mon, March 23, 9a.m. – 10a.m. |
| 3. Mon, March 16, 3p.m. – 4p.m. | 9. Tue, March 24, 1:30p.m. – 2:30p.m. |
| 4. Tue, March 17, 8a.m. – 9a.m. | 10. Wed, March 25, 6p.m. – 7p.m. |
| 5. Wed, March 18, 2p.m. – 3p.m. | 11. Thu, March 26, 3p.m. – 4p.m. |
| 6. Thu, Mar. 19, 11:30a.m. – 12:30p.m. | 12. Fri, March 27, 11a.m. – 12p.m. |

Bakersfield College Student Government Association



CAMPAIGNING COMMENCEMENT

No campaigning is allowed until notice is received by the Director of Student Life to ensure that the candidate is eligible to run for office and has attended the mandatory candidate's meeting. This includes verbal campaigning, list serves, posters, signs, flyers, websites, etc. This means candidates cannot speak formally at any group, class, or organization meeting before the candidate eligibility has been received. No campaign material including social media threads may be distributed prior to this time. Campaigning prior to notification may result in possible removal from the elections.

Elections and Campaign Schedule 2016

Filing Opens	Monday, February 1, 2016 8:00 a.m. BCSGA Elections Website www.bakersfieldcollege.edu/bcsga
Mandatory Meeting	12 Various Times throughout the weeks BCSGA Board Room
Failure:	Automatic removal from Elections
Filing Closes	Friday, March 11, 2016 12:00 p.m. BCSGA Elections Website www.bakersfieldcollege.edu/bcsga
Campaigning Commences	Monday, March 14, 2016 8:00 p.m. Campus-wide Candidates must receive a notification from the Director of Student Life before commencing campaigning
Candidate Withdrawal Deadline	Wednesday, March 28, 2016 Noon Email to Director of Student Life
Senator Debates	Monday, March 30, 2016 11:30 a.m. Fireside Room All Senator-at-large Candidates
Attendance:	
Executive Office Debates	Wednesday, April 6, 2016 11:30 a.m. Fireside Room
Attendance:	Executive Candidates for <ul style="list-style-type: none">• Director of Clubs & Organizations• Vice President• President
Elections Budget Forms Due	Monday, April 11, 2016 5:00 p.m. Office of Student Life Front Desk
General Election (Opens)	Monday, April 11, 2016

**Bakersfield College
Student Government Association**



	8:00 a.m. Online via InsideBC
General Election (Closes)	Thursday, April 14, 2016 4:00 p.m. Online via InsideBC
General Elections Results Reception	Thursday, April 14, 2016 5:00 p.m. Fireside Room, CC
Removal of Campaign Materials	Friday, April 15, 2016 12:00 p.m. Campus

MANDATORY ELECTED OFFICER'S TRAINING SESSIONS

Wednesday, April 20 , 2016	BCSGA Senate/Executive Meeting Certification of Elections Read into Senate Minutes 6:00 p.m. BCSGA Board Room, CC4
Friday, April 22, 2016	The Rules and Foundations Training Workshop Noon to 5 p.m. BCSGA Board Room, CC4
Wednesday, April 27, 2016	Executive Officer Training #1 4:00 p.m. BCSGA Board Room, CC4
Wednesday, April 27, 2016	BCSGA Senate/Executive Meeting 6:00 p.m. BCSGA Board Room, CC4
Friday, April 29, 2016	BCSGA Student Recognition Awards 9 a.m. to Noon Fireside room, CC
Friday, April 29, 2016 Saturday, April 30, 2016 Sunday, May 1, 2016	SSCCC General Assembly (All day) SSCCC General Assembly (All day) SSCCC General Assembly (All day)
Wednesday, May 4, 2016	BCSGA Senate/Executive Meeting 6:00 p.m. BCSGA Board Room, CC4
Thursday, May 5, 2016	Technology and Resources Workshop 5 to 7 p.m. Computer Lab, SS151
Friday, May 6, 2016	Transition Meeting and Ceremonies 9:00 a.m. Fireside Room, CC
Wednesday, May 11, 2016	Executive Officer Training #2 4 to 6 p.m. BCSGA Board Room, CC4

Bakersfield College Student Government Association



BCSGA SUMMER SENATE SCHEDULE

The BCSGA Senate will meet on alternative weeks during the Summer Instructional Semester. Attendance is mandatory. Telecommunications will be available for members who do not live in Bakersfield. All meetings are Wednesday nights from 6 p.m. to 8 p.m. in the BCSGA Board Room, CC5.

1. Wednesday, May 25, 2016
 - a. First Business Meeting
 - b. Appointments of BCSGA Officers
 - c. First reading of the BCSGA Annual budget
2. Wednesday, June 8, 2016
 - a. Appointments of BCSGA Officers
 - b. Second reading of the BCSGA Annual budget
 - c. Establishments of Committees and Departments
3. Wednesday, June 22, 2016
4. Wednesday, July 6, 2016
5. Wednesday, July 20, 2016
6. Wednesday, August 3, 2016
7. Wednesday, August 17, 2016
 - a. Flex Week for Faculty

BCSGA FALL SCHEDULE

Friday, August 19, 2016

KCCD SGA Leadership Summit

Saturday, August 20, 2016

All Day | Porterville College

Wednesday, August 24, 2016

BCSGA Senate Meeting

6:00 p.m. | BCSGA Board Room, CC4

Wednesday, August 31, 2016

BCSGA Executive Meeting

6:00 p.m. | BCSGA Board Room, CC4

And so on...

**all dates and times are subject to change*

SUBMITTING A CHARGE

Complete the form to submit a BCSGA Elections Charge. Please explain how the alleged violation(s) occurred, giving dates and times when relevant, all supporting evidences or a detailed list of such evidences, statements as to the constitutional, statutory, and/or regulatory provisions allegedly violated, and explain why a preliminary injunction is needed, if one is requested. You will be notified if your case is accepted, and will be notified in writing if your case

**Bakersfield College
Student Government Association**



is not. E-mail the BCSGA Elections Chair (studentlife@bakersfieldcollege.edu) should you require assistance.

General Election Budget Form

Due Monday, April 11, 2016 by 5:00 p.m. to the Office of Student Life Front Desk, CC4

Candidate Name: _____

Office Campaigning for: _____

Instructions:

1. Itemize materials used in your campaign on the numbered lines below. Please mark receipts according to the line used. For example all expenses listed in line 1, will be accounted for on a receipt marked with a "1".
2. Itemize materials donated to your campaign in the lettered spaces provided. Please make sure each attached donation form is marked with the letter of the corresponding donation. For example all donated items listed in line A, will be accounted for on a donation form marked with an "A".
3. Candidates running for elections are limited to spending as follows: (1) \$200 for Executive Candidates and (2) \$150 for Legislative Candidates.

Name of Location / Purchased items	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____

Name of Location / Items Donated	Cost (x .50)
A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
E. _____	\$ _____
F. _____	\$ _____
G. _____	\$ _____
H. _____	\$ _____

Total Expenses for Campaign: \$ _____

**Bakersfield College
Student Government Association**





BCSGA Candidate Donation Form

This form is used when any item or service is donated to a candidate. Please note that any item(s) or service(s) granted to the candidate must be recorded as half of the going rate for said item(s) or service(s) on the budget, but actual cost should be recorded on this form. Please use only one form per donated item or service. Donator must sign the form and include the listed contact information. **Monetary donations are not considered donations under BCSGA Elections Code and any items purchased with donated funds may not be counted at half the actual costs.** Any items donated must be counted as having some cost. For example, if someone donates 50 sheets of paper they own, the actual cost would be calculated as whatever the cost is worth in the community. In the case where donator cannot confirm current worth of materials or services, the candidate may obtain a bid for said materials or services and use that amount as the actual cost. Bids must be attached to each donation form.

Name of Donor: _____
Name of Donor's Organization: _____
Position Title: _____
Full Business Address: _____
Phone Number: _____ **Fax Number:** _____
Website: _____
Email: _____

The above provider is donating the following items for an in-kind donation. Please check the category of the item(s) that you would like to donate and completely fill out the form below.

- | | | |
|---|--|---|
| <input type="checkbox"/> Accommodations
Hotels, Motels, Resort, Bed & Breakfast, etc. | <input type="checkbox"/> Art/Collectibles
Fine Arts, Antiques, Autographed items, Sculptures/Figurines, etc. | <input type="checkbox"/> Entertainment
Electronics, Event Tickets, Recreational Events, Videos, CD's, Books, etc. |
| <input type="checkbox"/> Foods/Dining
Breakfast, Brunch, Snacks Lunch, Dinner, Catering, etc. | <input type="checkbox"/> Miscellaneous
Copies, Office Supplies, Baskets, Floral, Parties, etc. | <input type="checkbox"/> Furnishing
Home/Wall Décor, Signage, Furniture, etc. |
| <input type="checkbox"/> Accessories
Earrings, Necklace, Ring, Watch, etc. | <input type="checkbox"/> Services
Hair/Nail Care, Photography, etc. | <input type="checkbox"/> Travel
Airline, Trips, Vacations, Vehicles, etc. |

Description of item or service: _____
 Donor's Estimated Value: _____
 Expiration Date: N/A _____
 Tax-deductible receipt needed: No Yes
 Any Limitations: N/A _____
 Special Instructions: N/A _____

Donor's Signature

Date

**Return this completed form back to the Office of Student Life (CC4).*