Presenter’s Script

**CANDIDATES MEETING AGENDA**This presentation first addresses the attendee’s pursuit to know more about looking to go further in civic engagement. In running for one of the elected positions, all candidates must attend a candidate’s meeting (which you are currently seated in) as it instructs each candidate on the rules and regulations of the elections process, as well as addresses any questions regarding elections.

**POSITIONS WITHIN THE ASSOCIATION**There are fifteen elected positions. Appointed positions will be opened once elections end. Some appointed positions are paid, those are denoted by an asterisk next to the title. It is highly recommended all interested applicants looking at appointed positions to meet with the current officer of that position. All applicants are also always encouraged to familiarize themselves with the Codes of the Bakersfield Renegade Association (COBRA), which can be found on the elections section of the BC website. All senator elected positions are voluntary positions within the association.

**CIVIC ENGAGEMENT AND RESPONSIBILITY**

Remember we are all here to better our college. All candidates must respect others items, ideas, and everyone is responsible for their own actions as well as the actions of any campaign helpers that are enlisted. Regardless of running against one another, the main goal for each candidate is to better Bakersfield College for future generations.

**BCSGA ORGANIZATIONAL CHART**An organizational breakdown chart is shown here. The BCSGA Advisor is Dr. Nicky Damania, Director of Student Life. There are 3 branches of the Association – Executive, Legislative, and Judicial. The BCSGA President oversees the Executive Branch which consists of the Director of Student Organizations, Director of Student Activities, Director of Finance, and Director of Legislative Affairs. The departments of those individual areas are overseen by the individual directors as shown on the diagram. The Vice President chairs the Legislative Branch which is comprised of 12 Senators and 3 Senate Committees (Academic Affairs, Advancement of BC, and Governmental Operations Committee. The Parliamentarian directs the Judicial Branch which consists of 4 Justices who sit on the Judicial Review Board and the BC Student Conduct Boards.

**ELIGIBILITY TO HOLD OFFICE**

The eligibility to hold office is a minimum cumulative GPA of 2.0, enrollment of at least 6 units in both spring and fall semester, and be in good standing with BC.

**ELIGIBILITY FOR CANDIDACY**Each candidate will be reviewed for verification of items written on their respective application. Applicants must have completed at least 12 BC units, excluding incoming freshmen. First-year students must have a cumulative high school GPA of 3.0 and must submit transcripts (unofficial are acceptable) for review.

Candidates must not be on any disciplinary, academic, or social probations and also must attend the Senate meetings currently held every other Wednesday at 6 p.m. Incumbent (returning) candidates must have completed and passed 12 units during the course of the past academic year that they held office.

Candidates can only file for one office, or seat, at a time.

**POSITIONS:**

**DIRECTOR OF STUDENT ORGANIZATIONS**

The Director of Student Organizations oversees the registered student organizations. The director also chairs the Inter-Club Council which currently meets the 1st and 3rd Friday at 11am and has a seat on the Executive Board. This elected Director position must hold at least 4 office hours per week in the BCSGA Office.

**VICE PRESIDENT**The BCSGA Vice President chairs the Senate Meetings and is responsible for preparing and posting the agendas for those meetings. The Vice President represents the Senate in accordance with the majority will of the Senate, casts votes in case of a tie, and acts as liaison between the Senate and Executive Branch. This position also may serve as an ex-officio member of all Senate Committees. The Vice President must hold at least 4 office hours per week in the BCSGA Office.

**PRESIDENT**The President is the Chief Executive Officer for the Association and is chair of the Executive Cabinet. The President appoints student members to all college and district participatory governance committees and has the power to appoint all Executive and Judicial Officers. The President also has the power to veto Senate Legislation and may serve as an ex-officio member of all BCSGA Departments. The President must also propose an annual budget to the Senate, has authority to make agreements, and must hold at least 4 hours per week in the BCSGA Office.

**SENATORS**There are 12 Senator positions. Being elected into this position is the voice of the general student population and holds the responsibility of acting as a liaison between the constituents and the Association. The Senators determine the effective use of Association funds and the overall budget and have the right to propose legislation to the Senate. Senators are voting members of the Senate and the BCSGA Committees or Departments they sit on. The Senators must also be active members to the Shared Participatory Governance committees that they are appointed to and must hold at least 2 office hours per week in the BCSGA Office.

**BCSGA ELECTIONS DEBATES**

Once approved for candidacy, candidates are encouraged to participate in the debates. Participating in the debates are optional. Currently those debates are scheduled as follows:

Senator Office Debates – Tuesday, March 16, 2021, at 11:30am
Virtual Forum via Zoom
 Attendance: All Senator-at-large Candidates

Executive Office Debates – Thursday, March 18, 2021, at 11:30am

Virtual Forum via Zoom

Attendance: Director of Student Organizations, Vice President, and President

**ELECTIONS TIMELINE**Friday, March 12, 2021. Seal this date in your memory!

Friday, March 12, at NOON is when the filing period ends. Once the filing closes, the Elections Commission will run eligibility check for ALL potential candidates. DO NOT PROCRASTINATE on filing for elections. If you wait until the last minute to submit your application and your filing is not complete or is incorrect, you will not be eligible to run for office. Do not use any of the BCSGA related material or email addresses in your filing forms.

One change this semester. We will not be posting any candidate info online nor verifying your eligibility until after MARCH 12th. When you submit your filing form, please make sure your application is complete, you fully understand the process and eligibility requirements for the office you are running for, and your photo is acceptable for posting. Follow up at the Office of Student Life to make sure your application was received, and that it is complete and correct, including the photo.

**A NOTE ABOUT PHOTOS –**

No one else should be in the photo with you. Photos should be cropped before submitting. For incumbent candidates, make sure your photo does not contain anything with the BCSGA logo.

**ELECTIONS TIMELINE – 2**

***So, just as a reminder, when is the deadline to file?***

The deadline to file for Elections is FRIDAY, MARCH 12TH at NOON.

General elections open on March 22nd at 8am and close on March 25th at 4pm. Withdrawals from elections must be done by March 17th before 5pm. Withdrawals must be done in writing and submitted to the Director of Student Life by the deadline. A failure to withdraw from elections will result in the candidate’s name remaining on the ballot. If the candidate is elected during the general elections, the person must submit a written resignation to be removed from office. All voting will be done online through InsideBC, but there will be at least one physical polling locations at the campus.

Election budget forms, which we will discuss in a few minutes, are due by 5pm on Monday, March 22, 2021. All campaign materials must be removed by Friday, April March 26, 2021 at noon online or on campus.

**CAMPAIGNING RULES**Candidates are not allowed to use BCSGA or Bakersfield College resources for any campaigns. The Office of Student Life is a neutral zone, and there are no parties or adjustments to that. Equipment can be checked out from the Office of Student Life to be used. If needed, candidates may purchase materials from the Office of Student Life for their campaigns. Any resources given by professors must be declared on the budget form. No campaigning is allowed within 20 feet of physical polling locations. Destroying, defacing, covering, moving, or removing anyone else’s campaign materials is strictly prohibited. Any posting on bulletin boards or on social media must be approved beforehand. In regards to social media, posting on any pages or using any listserve, it must be approved beforehand by the page administrator in writing to be able to post. Failure to do so will result in being sent to the judicial review board. Do not claim any endorsements without consent.

You CANNOT actively campaign for your seat until receiving verification and confirmation from the Elections Commission which will be after March 12th when Elections filing period has ended. If you have not received information from the Elections commission by March 15th, please email studentlife@bakersfieldcollege.edu.

**CAMPAIGNING RULES – 2**

Candidates and their campaign staff must not post campaign literature of any candidate on restricted bulletin boards or any structured or natural feature of the campus such as, but not limited to, doors, windows, buildings, surfaces of walkways or roads, fountains, posts, waste receptacles, fences or trees.

Candidates and their campaign staff must not attach or lean sandwich boards, picket signs, stakes or other displays against campus vertical features including but not limited to buildings, doors, fountains, posts, fences, waste receptacles or trees.

Candidates and their campaign staff must not interfere with any official Elections Commission sandwich board, banners or official events.

Negative campaigning is strictly prohibited, so candidates are not allowed to slander other candidates. Any negative campaigns should be reported to the Elections Commission, as it is the Commissions’ duty to review the relationship between the negative campaign and the candidate. Each candidate must provide one copy of all of their elections materials. This includes all social media posts. The copies can be made by the Office of Student Life, or it can be emailed to the OSL. All campaign materials must have a photograph on file. For example, if a candidate is using a sandwich board, a photograph will need to be taken of the sandwich board and submitted to the Office of Student Life within 24 hours of posting.

**CANDIDATE BUDGET**

There are two different spending caps. $200.00 for executive officers and $150.00 for legislative officers. Budget forms will be handed out at each candidate meeting. It is the responsibility of the candidate to provide two (2) copies of all campaign material to the Elections Commission and a receipt for the purchases of said materials within 48 hours. On the form, the top portion is for anything bought directly, and the bottom portion is for anything donated. For items donated, 50% of the original cost will be used for the budget form. The total of all purchased and donated items cannot exceed the spending cap. Failure to list items that are further donated or purchased will result in the commission taking the market value of the item, which is looking to find a similar item or calculating the cost of each piece to put it together. The market value will not use the 50% rule, and will be totaled as the actual cost. Exceeding the spending limit will result in being sent to the judicial review board. The last page of the candidates packet has the donations form, and more copies can be given.

**TRAINING SESSIONS: BEFORE TAKING OFFICE**

All training sessions and meetings have been set, and all officers are required to attend, either in person or via conference call. All of the dates shown here are included in the Elections Candidate Packet which can be picked up when this meeting concludes. Failure to attend these required trainings may result of removal from office by the Elections Commission. In the Filing Form, you must agree to attend all the trainings and meetings supplied.

**SUMMER OBLIGATIONS**

Additionally, meetings will be held during the summer break. Officers are required to attend those dates as well. A lot of work happens in the summer. If you plan to be an elected position, plan to be in the office at least 2-4 hours each week. The full year is planned during the summer.

**SUBMITTING A CHARGE**

The Elections Code will be given to each candidate, and any violations or infractions of the code will result in a charge. The charge can be made on the elections website. Complete the form, explain how the alleged violation 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 review is needed.  If the charge warrants the BC student conduct process, it is sent to the Office of Student Life, but if not it is sent to the Parliamentarian for further review. You will be notified if your case is accepted, and will be notified in writing if your case is not. Email the BCSGA Advisor (studentlife@bakersfieldcollege.edu) should you require assistance.

**CAMPAIGN “DO’S”**

Be innovative. Talk to your fellow students on campus. Read the BCSGA Constitution and Codes. Read the Robert’s Rules of Order. Read the Brown Act. Attend current Senate meetings. Talk to a current BCSGA Officers. Turn in receipts the same day. Fine tune your platform before the profile deadline.

**CAMPAIGN “DO NOT’S”**

No malicious assault toward other candidates. No ethical breaches of the campaigning process. No interfering with the mission of BCSGA. No threatening the safety of the campus or any individuals. No violating internal processes of legal protocols.

**CAMPAIGNING COMMENCEMENT**

Monday, March 15th at 8:00am – Campus-wide and Online

No campaigning is allowed until notice is received from 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. In addition, this means candidates cannot speak formally at any group, class, or organization meeting before this date. No campaign materials including social media threads may be distributed prior to this time.

**WHAT PERSPECTIVE WILL YOU BRING TO THE HOME OF THE RENEGADES?**

**QUESTIONS?**If there is a question you cannot answer, get the email address of the person asking and let them know you will check with Dr. Damania and get back with them within 48 hours.