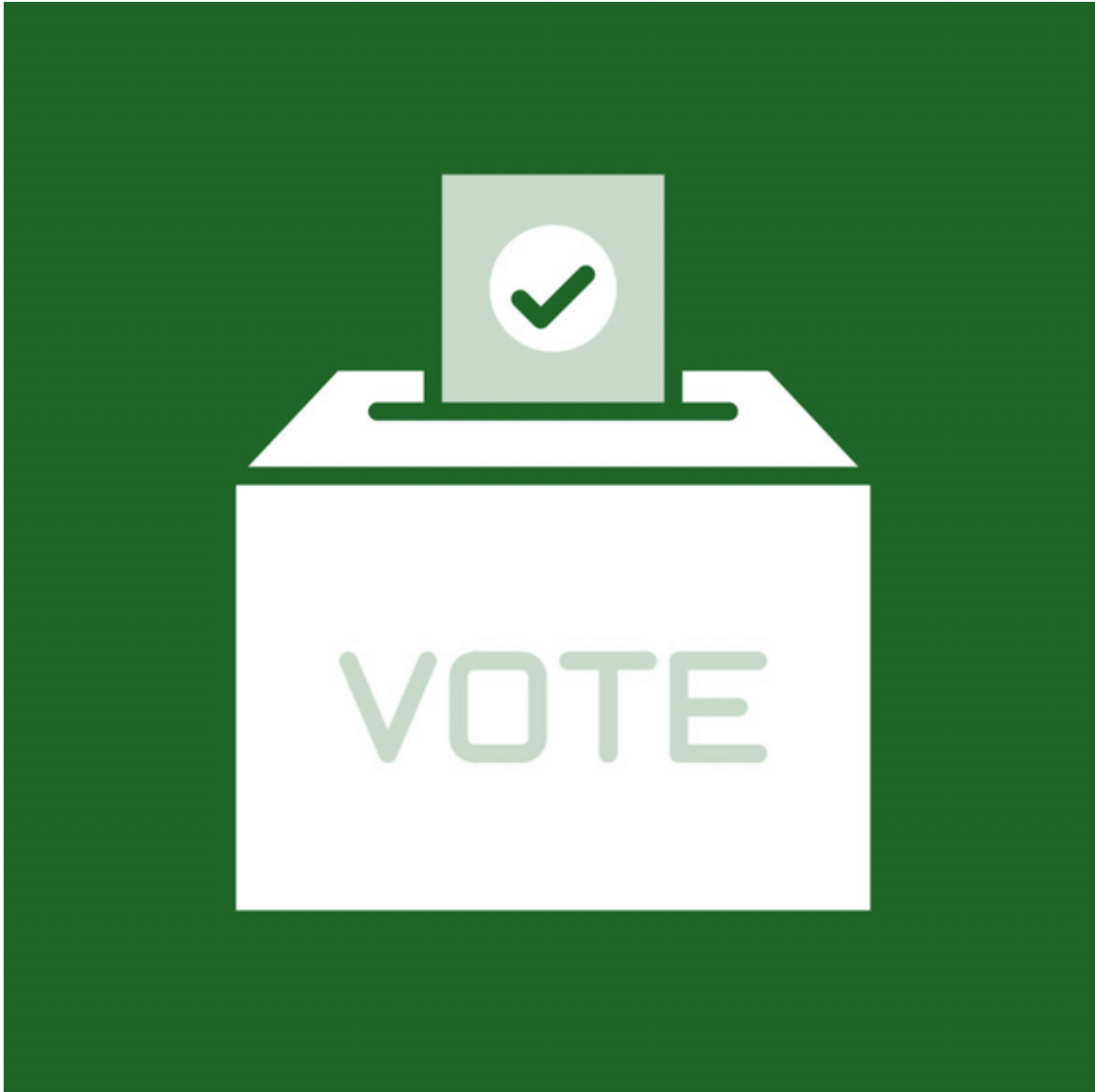




SUSTAINABILITY ELECTION HANDBOOK





## PROSPECTIVE SUSTANABILITY LEADERS

### LETTER FROM THE ELECTIONS COMMITTEE

In June 2024, the Central Michigan University Board of Trustees approved a significant step toward enhancing sustainability on our campus: the introduction of an optional \$5 Sustainability. This legislation, initiated by the Student Government Association (SGA), was designed to empower students to take an active role in promoting environmentally responsible practices. The funds generated by the Sustainability are allocated to support sustainability projects that directly benefit the campus community—projects like reducing our carbon footprint, improving energy efficiency, and advancing recycling programs. The heart of this initiative is the Sustainability Committee, made up of seven students who will be elected in a campus-wide election. These students will be responsible for overseeing the distribution of funds and ensuring that the projects align with our university's environmental goals. If you're passionate about sustainability and want to contribute to real change on campus, now is your opportunity to step up. Whether you're looking to take on a major leadership role or want to be a voice for sustainability within your college, this handbook will guide you through the process. It's essential that you thoroughly read this handbook to understand how to apply and to familiarize yourself with the election rules and campaign guidelines. We're thrilled to offer you this chance to make a meaningful impact. If you have any questions, don't hesitate to reach out to the Elections Committee. Your leadership could help shape a greener, more sustainable future for Central Michigan University.

### **Sustainability Election Schedule of Important Dates and Deadlines**

- **Monday, October 28, 2024:** Elections, Handbook, and Intent of Candidacy Forms Announced
  - **Time:** 7 PM
  - **Location:** UC 3rd Floor Auditorium, SGA General Board
  - **Details:** The Elections Committee will introduce the specifics of the Elections Process, provide the Election Handbook, and release the Intent of Candidacy Forms. Any questions will be addressed.
- **Monday, November 4 - Friday, November 8, 2024:** Collection of Signatures
  - **Time:** 8 AM on November 4 - 5 PM on November 8
  - **Location:** Engage Central
  - **Details:** Candidates can gather signatures on Engage Central
- **Wednesday, November 6, 2024:** Introductory Video Submission Deadline
  - **Details:** Candidates are required to submit a short introductory video for early promotion purposes.



- **Monday, November 11, 2024: Sustainability Debate**
    - **Time:** 7 PM - 9 PM
    - **Location:** UC Auditorium – 3<sup>rd</sup> Floor
    - **Details:** Candidates will debate predetermined topics given 24 hours prior to the event.
  - **Friday, November 15, 2024: Media Requirements**
    - **Time:** 5 PM - email to SAI@cmich.edu
    - **Details:** Candidates must submit headshots (Ticket and Individual), written platform statements (500-word limit), and video platform statements (2-minute video).
  - **Monday, November 18 - Friday, November 22, 2024: Voting Period**
    - **Time:** Opens at 8 AM on November 18 and closes at 5 PM on November 22
    - **Location:** Engage Central
    - **Details:** Students will cast their votes through Engage Central.
  - **Monday, November 25, 2024: Election Results Announcement**
    - **Time:** 7 PM
    - **Details:** Winners will be announced at the general board meeting. Candidates will be notified via email and phone call of the Election Results, which will also be posted on SGA social media accounts.
- 

## Campaign Rules and Regulations for the Sustainability Election

### SECTION I: Eligibility

- A. All candidates must be students currently enrolled at Central Michigan University and will be enrolled at Central Michigan University the following year. Candidates must not be on academic or disciplinary probation.
- B. Undergraduate candidates must be enrolled for no less than 12 undergraduate credit hours to be considered full-time, or 3 graduate credit hours for graduate students.
- C. Candidates may run for **ONLY ONE** of the following positions: Sustainability Leader.
- D. The GPA requirement is a minimum of 2.7, which must be maintained throughout the term of service. A student with no established GPA will be exempt from GPA requirements.
- E. Academic records and disciplinary records will be verified by the Executive Office Specialist in the Office of Student Activities and Involvement.

### SECTION II: Candidates

- A. Everyone who wants to run for office prior to the candidate filing deadline will be considered a candidate. After the filing deadline, only those who complete the necessary steps and are approved will be considered a candidate.



- B. Number of positions available: Sustainability Leaders: 7 positions
- Required parts of the Candidate Eligibility Handbook must be submitted and verified by the Elections Committee Chair and the Elections Committee. A verification email will be sent to candidates. A completed handbook includes required student signatures and the ballot petition form provided within on Engage Central. The signature requirement is 100 signatures from CMU students.
- D. Signees must use their CMU Global ID to log into their personal Engage Central page.
- E. Candidates may share the ballot petition link on campus as long as it adheres to university health guidelines and does not interfere with academic and professional processes.
- F. Violations of the candidate ballot petitioning processes will result in the invalidation of signatures.
- G. The Elections Committee will extend the filing deadline if no candidates file by the enumerated date.
- H. Candidates will be notified of their approval via email by the Friday following the filing deadline.

### **COMMITTEE VOTING PROCESSES**

The Elections Committee shall vote on any issue in question to reach an agreement.

The Elections Committee Chair shall conduct all votes.

Every member of the Elections Committee will receive one vote, including the Elections Committee Chair.

The Elections Committee Chair will consider a majority vote (over 50%) binding in a “yes or no” situation.

In the case of several options surfacing to resolve an issue, the Elections Committee Chair will take the two most popular options and conduct another vote until a majority is found.

### **ENFORCEMENT**

The Elections Committee will interpret and enforce all election procedures and rules. All actions taken contrary to the guidelines supported in this packet will be observed by the Elections Committee Chair and the Elections Committee; the consequences will be adjusted based on the severity of the action. Decisions made by these parties will be held without appeal; all decisions made by the Elections Committee are final.



## **SECTION VI: Election Review and Certification**

- A. The Elections Committee Chair and the Elections Committee will oversee all functions of the Sustainability Election and will enforce all enumerations stated above.
- B. The Elections Committee Chair and Elections Committee shall interpret the regulations and protocol of this document as they see fit. Failure to comply with the rules and regulations set by the Elections Committee may result in the disqualification of your candidacy.
- C. The decisions of the Elections Committee Chair and the Elections Committee are final and cannot be appealed.
- D. The Elections Committee will review all election processes and documents and issue a letter of certification upon the completion of the Sustainability Election.

## **SECTION VII: Campaign Finance Regulation**

- A. A candidate for the Sustainability Leader may not exceed the following expenditures in this election cycle:

Sustainability Candidates: \$300

These values include personal funds and contributions.

- B. Candidates may receive internal contributions from current students and Registered Student Organizations, limited to \$50 per donation. This is in addition to the limits set above.
- C. Candidates may not accept contributions from external individuals, organizations, or corporations.
- D. Candidates must fill out their Campaign Finance Reports and return them to the Elections Committee by the Friday before voting week at 5 PM.
- E. Candidates may not keep campaign contributions for personal use if they are not utilized in the campaigning process.
- F. All remaining campaign contributions must be documented in the campaign finance report and donated to a non-profit organization.



G. These funds will not be reimbursed by the Student Government Association.

### **Section VIII: SGA Code of Conduct**

All candidates must refrain from slander against or towards other executive candidates as per the Code of Conduct of the CMU Student Government Association, including videos, social media, and campaign materials. The Elections Committee will take the Code of Conduct very seriously. If found in violation of the Code of Conduct, the candidate will be subject to the discretion of the Elections Committee. Candidates may be subject to withdrawal from SGA 2024 Elections immediately. Other violations found, independent of the Code of Conduct, by a candidate are subject to an investigation by the Elections Committee. Depending on the consensus of the Committee, the candidate may receive a strike due to this violation. A candidate can receive a maximum of two strikes for violations considered to be simple infractions by the Elections Committee.

So, you've read through the packet and you're thinking to yourself "Hmmm, I think I can do this!" and you are ready for the journey, then you will need to fill out the Candidacy Intent Form (link below). This form, when turned in, lets me and the Elections Committee know that you are serious about running and are ready for the trials and tribulations that come along with running for your desired position.