



**SGA Election Packet**  
**Application for Candidacy for 2025-2026 Academic Year**

Thank you for your interest in a position with the Student Government Association. Your desire to represent your fellow students at Nashville State is greatly appreciated!

**To apply for candidacy and have your name included in the ballot you must submit all of the required components by March 19th at 4:30 p.m. via electronic or paper copy.**

1. Complete the attached Application Form
2. A letter of interest, stating why and how you qualified for this role
3. Applicant's Resume
4. One (1) letter of recommendation from a Nashville State Faculty or Staff member
5. Petition for Candidacy – 25 Signatures from currently enrolled students

This packet includes the election process/procedures.

<b>Student Government Association Elections Timeline</b>	
February 12, 2025	Elections Packets Available to Students
March 19, 2025 - 4:30 p.m.	Election Packets Due to Kelsey Johansen Director of Student Life
March 31-April 3, 2025 Virtual Debate (As Necessary/TBD)	Campaign Week (More detailed instructions will be provided once complete Election packet is received)
Mon, April 7 <sup>th</sup> at 9:00 a.m. through Thursday, April 17 <sup>th</sup> at 3:00 p.m.	SGA Elections Week Ballots available Online and In-Person on Campus

If you have questions, please do not hesitate to reach out to:

Kelsey Johansen, Director of Student Life  
 Kelsey.Johansen@nsc.edu  
 White Bridge Campus, S-103  
 (615) 353-3572



### THE ELECTION PROCESS

SGA Elections are held for currently registered Nashville State Students to elect the four executive board Officers: President, Vice-President, Public Relations Chair, and Treasurer

Position	Weekly Hours Requirement	Scholarship* Equal to
President	10 Hours/week	Full Cost of Student's Tuition + Fees
Vice-President	5 Hours/week	Half Cost of Student's Tuition + Fees
Public Relations Chair	5 Hours/week	Half Cost of Student's Tuition + Fees
Treasurer	5 Hours/week	Half Cost of Student's Tuition + Fees

SGA Officers are asked to serve weekly hours in exchange for their scholarship. Hours can be completed by making themselves available to other students, attending meetings or committees, or taking part in campus events. Scholarship is available to officers for Fall and Spring Semesters only while they hold the position.

#### Section I. Application for Office

- 1) A. Candidates shall secure the application for office from the Office of Student Life and must return the completed Application to Office of Student Life prior to the 19<sup>th</sup> of March at 4:30 p.m.
  - a) Each application must be completed in FULL; any application that is incomplete will be returned to the candidate.
  - b) Incomplete applications can be resubmitted with corrections prior to the deadline for submissions.
  - c) Only completed and approved applications shall be eligible to move forward in the candidate process.
- 2) Candidates that have successfully submitted all required materials by the deadline will be informed that they may move forward, provided with campaign instructions, and permitted to begin assembling campaign materials.



## **Section II: Campaign Materials**

- 1) All campaign materials must be approved by the Director of Student Life before they can be posted or handed out.
  - a) This includes any/all posters, giveaways, candy, messaging, etc.
  - b) Campaign materials may not include any food items, glass materials, noise making items, or materials that will be damaging to college property (e.g. duct, tape, glitter, paints, etc.)
- 2) Campaign items may not be brought into classrooms or impede the instructional environment in any way.
- 3) All Candidates can receive 40 Black & White Copies of their Campaign Flyer free of charge from the Office of Student Life. Students are permitted to print/create their own color flyers/posters.
  - a) All posters must be hung in accordance with Nashville State's posting policy and only designated boards and spaces
  - b) Any posters hung during campaign week must be taken down and removed at the conclusion of the week
- 4) All candidates must present an itemized cost list of campaign items. The total amount may not exceed \$75
  - a) Any items donated should be listed for their full retail cost in the budget (e.g. Cookies donated by Publix must be less as \$9.99 or applicable shelf cost)

## **Section III. Campaign Procedures**

The procedures to be followed while preparing for a campaign and then actively campaigning for SGA office are as follows:

- 1) SGA Executive and Senate candidates shall campaign (defined as: handing out flyers, taking surveys, speaking to students, holding moderated debates, etc.) for a pre-determined one-week period (dates listed previously in packet)
- 2) Candidates shall not campaign before or after the predetermined campaign period.

## **Section IV: Campaign Etiquette:**

- 1) Candidates shall behave in an orderly and professional manner (defined as: respecting each other's personal and political views, campaign space, etc.) toward each other and all other parties involved before, during, or after the campaign period.
- 2) Candidates shall not threaten (verbal, physical, or emotional), insult, or otherwise defame each other's character before, during, or after the campaign period.



- 3) Candidates shall be held accountable for the conduct of their campaign cohorts/supporters, who must also behave in an orderly and professional manner to all parties involved.
- 4) Campaigns found to be destructive or disruptive, any campaigns determined to be in violation of the student code of conduct or any instructions listed above will lead to one of the following (based on severity):
  - a) A formal warning from the Office of Student Life
  - b) Review of candidate's eligibility decided by elections committee

#### **Section V: Election Day Procedure**

- 1) Election Day shall consist of four (4) consecutive business days (Monday, Tuesday, Wednesday, and Thursday). Nashville State students can vote in ONE of three ways:
  - a) Vote online via the link sent to your @my.nsc.edu email and NSCC credentials
  - b) Utilize an on campus voting location using your NSCC credentials
  - c) Request a paper ballot from the Office of Student Life, Access Center, or the Student Services Office at your campus during the four days of elections.
- 2) Elections will be held during the first full week of April in the Spring Semester.
- 3) The polling station for paper ballots shall always be monitored during the election process by a Nashville State Community College employee.
  - a) Paper Ballots may not leave the designated location

#### **Section VI: Electronic Ballots**

- 1) Electronic ballots will be calculated using electronic calculation means (e.g. exporting of data)
- 2) The following ballot errors will be removed
  - a) Incomplete Ballots (e.g. Partial A Number)
  - b) Duplicate Ballots. In the case of Duplicate Ballots, the last received ballot stands
- 3) After the ballots are counted and the results are announced, candidates shall have five (5) business days to contest to the elections committee by contacting the Director of Student Life and/or the Associate Vice-President of Student Affairs
- 4) Candidates shall be notified within twenty-four (24) hours of election results.



### **Application for Candidacy for S.G.A. Office**

Name: \_\_\_\_\_ A#: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Semester(s) Completed at NSCC: \_\_\_\_\_

Position Applying for (Select One):

President \_\_\_\_\_ Vice-President \_\_\_\_\_ Public Relations Chair \_\_\_\_\_ Treasurer \_\_\_\_\_

### **SGA Candidate Agreement Form**

I, \_\_\_\_\_ (name), acknowledge that I am accountable to the S.G.A. Constitution, By-Laws, and the Student Code of Conduct and have reviewed this election packet in full.

I understand I must meet all of the requirements as stated to be installed into an S.G.A. office and to maintain that office, including but not limited to the following: 1) the completion of one semester at Nashville State Community College with a minimum GPA requirement of 2.5 and 2) maintaining a minimum enrollment of six (6) credit hours for each semester I am in office.

I understand that being voted into office by the student body does not guarantee me an elected position, and that if I fail to meet any of the requirements before or during my tenure I may be removed from office. I also understand that this application is not intended to be any kind of contract or agreement. In the event of acceptance, I understand that any false or misleading information given in my application, correspondence, discussion, or interview may result in immediate termination.

I allow my candidate information to be published on the NSCC website and in NSCC publications. I understand also that I am required to abide by all rules, regulations and policies of Nashville State Community College. I understand that by signing this form I am giving permission for the Director of Student Life to check my class status, enrollment, GPA, and other necessary information for verifying purposes.

Student Government Association Candidate Signature: \_\_\_\_\_



**Petition for Candidacy**

Name: \_\_\_\_\_ A#: \_\_\_\_\_

Please use this form to collect a minimum of 20 signatures from your fellow students who would vote for you in the upcoming election. Students should sign this form or have their Name and A Number included if endorsement is received through an online medium.

**Student Signatures:**

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

**Total Expenditures/Donations**

Candidates for any office have a spending limit of \$75.00. This includes donation amounts. Candidates must be prepared to submit an ITEMIZED list of total expenses if requested.

Item & Purpose	Cost
Ex. Candy to Hand Out to Students	\$25.00