



# Graduate Students of Loyola Marymount University 2013-2014 Elections Packet

---

Information for the Graduate Students of Loyola Marymount University

---

---

Compiled and distributed by the 2014 Elections Committee

---

# Table of Contents

Letter from the Elections Chair	3
Elections Calendar, Deadlines, Important Dates	4
Positions Available	5
Codes and Policies	
GSLMU Elections Code	7
Student Conduct Code	7
Advertising Policy	7
Elections Supplement	
Candidate Checklist	8
Declaration of Candidacy Form	9
Platform Statement Form	10
Post-Elections Timeline	15

February 17, 2014

Dear Candidate:

Thank you for your interest in running for an office with the Graduate Students of Loyola Marymount University.

This packet will aid you in every step of the elections process. Included are instructions and forms to make declaring candidacy as easy as possible, along with an elections calendar, deadlines, position descriptions, and applications. Please read and follow the instructions carefully and use the candidate checklist to ensure your completion of all elections materials.

Every form must be submitted in person or electronically with to GSLMU Office. You are responsible for requesting and retaining copies. **Please note that in order to run for a position you must attend one Candidate Information Meetings.** The calendar is a vital resource during elections, so please pay close attention to the dates and deadlines given.

To ensure a fair and smooth elections process, it is in your best interest to be absolutely clear about the rules and regulations. If you have any questions do not hesitate to contact me, listed below for assistance:

**Elections Chair & Vice President**

Kellee Kemp

[kkemp3@lion.lmu.edu](mailto:kkemp3@lion.lmu.edu)

323.528.4041

Best of luck to all candidates! I applaud you for taking the first step in becoming a student leader. I look forward to meeting all of you during the election process.

Respectfully,

Kellee Kemp

Committee Chair

2014 GSLMU Election

## March 2014

Sun	Mon	Tue	Wed	Thu	Fri
	10	11	12	13	14
	Election Candidate Information Meeting <i>By appt</i>	Election Candidate Information Meeting <i>By appt</i>	Election Candidate Information Meeting <i>By appt</i>	Election Candidate Information Meeting <i>By appt</i>	Election Candidate Information Meeting <i>By appt</i>
16	17	18	19	20	
	Declaration of Candidacy Due by 5 pm	Platform statement and campaign report due by 5pm	Internal Review & approval of materials	Posted platform on GSLMU website due	

## April 2013

Sun	Mon	Tue	Wed	Thu	Fri
	31	1	2	3	4
		*Polls open 9am* GET OUT AND VOTE	GET OUT AND VOTE	Get out and vote  *Polls close 9pm*	
7	8	9	10	11	12
	<b>Elected Officers Announced</b> senators and committee members interviews <i>By appt</i>	senators and committee members interviews <i>By appt</i>	senators and committee members interviews <i>By appt</i>	senators and committee members interviews <i>By appt</i>	senators and committee members interview <i>By appt</i>
14	15	16	17	18	
	<b>*Applications for Senator &amp; Committee Members Due</b>				

**Senator & Committee  
Members Announced**

**Positions Available**

**Elected Positions**

**President:**

The principal duty of the President is the administration of GSLMU in a manner consistent with the best interests of the student body and the university. The GSLMU President assumes ultimate responsibility over all GSLMU operations and shall be held accountable to the students for proper conduct and efficient administration of all GSLMU affairs. The President serves as the primary student representative to the University administration, University committees, and the Board of Trustees. The President is the chair of all Executive and Management Team meetings. The President must be able to commit to ten hours of work per week throughout the summer and academic calendar months. The President serves as the non-voting Chair of Senate meetings, unless there is a tie.

**Vice President:**

The principal duty of the Vice President is to assist the President in the administration of GSLMU in a manner consistent with the best interests of the graduate student body and the university; this shall include providing consultation on all Presidential appointments. If he/she is so designated by the President, the Vice President may serve as a proxy student representative to the University administration, University committees and the Board of Trustees. The Vice-President's primary responsibility is to supervise the committees and meet with them once a month.

**Secretary:** The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the Association, receive and respond to all official correspondence, chair the communication committee and manage GSLMU communications within the University community.

**Treasurer:**The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the Association, receive and respond to all official correspondence, chair the communication committee and manage GSLMU communications within the University community.

## **Appointed Positions**

***Fall/Spring Appointments*** (Applications are released during elections)

Once approved, the President shall nominate and present to Senate, after the Senate term of office begins in the spring but before the close of the academic year, one individual for each position.

### **Senate:**

The principal purpose of a Senator is to serve as a representative of and advocate for the needs and interests of all graduate students at LMU and provide accountability and competence through oversight. Senators are authorized to determine general rules, regulations and policies of GSLMU. They are also authorized to pass non-binding resolutions for the purpose of expressing approval or disapproval on issues, events, or policies over which the Senate lacks legislative jurisdiction. Fourteen graduate students shall be elected in the GSLMU General Election (two from each college).

### **Committee:**

- Academic and Research
- Communications
- Finance
- Faith
- Social
- Service
- Technology

# **Codes and Policies**

## **GSLMU Elections Code**

The Elections Code can be found on the GSLMU website  
Each candidate is responsible for reviewing the entire Elections Packet and Elections Code.

## **Student Conduct Code**

The Student Conduct Code is a part of the *2010 - 2011 Community Standards Publication* and can be found on the LMU website at <http://www.lmu.edu/PageFactory.aspx?PageID=6078>.

# Candidate Checklist

The following is a list of all of the components that must be completed for candidates in the 2014-2015 GSLMU Elections process. This list is for your personal benefit and does not need to be turned into GSLMU.

\_\_\_\_\_ Obtain an Elections Packet

\_\_\_\_\_ Attend one of the mandatory Candidate Information Meetings:  
*By Appointment through email contact: [kkemp3@lion.lmu.edu](mailto:kkemp3@lion.lmu.edu) & [GSLMU@lmu.edu](mailto:GSLMU@lmu.edu)*

\_\_\_\_\_ Pre-Campaign Agreement  
**DUE** at the mandatory Candidate Information Meeting you choose to attend.

\_\_\_\_\_ Declaration of Candidacy  
**DUE on Monday, March 17, 2014 no later than 5:00 pm**

\_\_\_\_\_ Platform Statement  
**DUE on Tuesday, March 18, 2014 no later than 5:00 pm**



# Declaration of Candidacy Form

**This Form is due at 5 pm on Monday March 17, 2014**

**DECLARATION OF CANDIDACY** Please print your name exactly as you would like it to appear on the ballot.

I, \_\_\_\_\_

(Executive Board Candidate's Name)

do hereby file for the office

of \_\_\_\_\_.

\_\_\_\_\_  
(Executive Board Candidate)

\_\_\_\_\_  
(date)

## **ELECTIONS POLICIES** \_\_\_\_\_

"By initialing above, I/ confirm that I/ We have received, read and will comply with the policies and procedures as stated in the GSLMU Elections Code Elections Packet. I/ We understand and agree that our failure to comply with these policies will result in disciplinary sanctions from the Elections Committee. I/ We further understand that the sanctions determined by the Elections Committee can be appealed through the process outlined in the Elections Code."

## **MANDATORY RETREAT/TRAINING** \_\_\_\_\_

"By initialing above, I confirm that I understand that there will be a mandatory retreat/training

Friday, **May 17<sup>th</sup>** – **Sunday May 19<sup>th</sup> 2013**. I agree that if elected, I will make myself available for the entire retreat, with no permissible excuses."

## **MANDATORY RETREAT/ TRAINING WEEKS** \_\_\_\_\_

"By initialing above, I confirm that I understand that there will be a mandatory training

**Saturday, August 10<sup>th</sup>** – **Sunday, August 25<sup>rd</sup> 2013**. I agree that if elected, I will make myself available for the entire time, with no permissible excuses."

## **MANDATORY REFRESH** \_\_\_\_\_

"By initialing above, I confirm that I understand that there will be a mandatory meeting **Saturday, January 11, 2014**. I agree that if elected, I will make myself available for the entire day, with no permissible excuses."

## Meeting **TIME AGREEMENT** \_\_\_\_\_

"By initialing above, I confirm that I understand that the official meeting time of the Senate is Friday afternoons once a month. As a Senator, I will make myself available for the entire meeting time, with no permissible excuses. As a President/ Vice President, I will also make myself available for the entire meeting time and for the official monthly meeting of the GSLMU Cabinet on **Fridays from 5:30pm – 7:30pm** with no permissible excuses. If elected, in the event that I am unable to make myself available, I understand that I will have no option other than to resign, as I will not be able to perform my duties as an GSLMU Officer."

## **ACADEMIC AND JUDICIAL RECORDS** \_\_\_\_\_

"By initialing above, I also give permission to the GSLMU Advisor to verify my academic standing and disciplinary record."

I have read and agree to all of the above requirements.

\_\_\_\_\_  
(signature of Presidential or Senatorial Candidate)

\_\_\_\_\_  
(date)

# SIDE A

## ***PERSONAL INFORMATION*** *(Officer or Senator)*

---

---

---

---

---

First	Middle	Last	Student ID
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Email (LMU and other)	Phone
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Degree	Est. G.P.A.
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

### ***FOR OFFICE USE ONLY***

---

---

---

Verified By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am pm

# SIDE B

## Platform Statement

**This Form is due at 5pm on Tuesday, March 18, 2014**

GSLMU may publish platform statements in the Loyolan newspaper and online at <http://GSLMU.org>. Candidates shall prepare a statement (200 word maximum) in Microsoft Word. The statement shall be submitted by email on Tuesday, March 18, 2014 at 5:00pm. The email shall be clearly labeled with the candidate's name and desired position. The GSLMU Elections Committee will edit all platform statement information for appropriate language, content, and word restrictions.

### **Suggested Platform Content:**

The following information is to help provide a general guideline in writing platforms. Candidates may include any information they feel is appropriate. However, the following may be helpful:

1. Name, expected graduation year, and major.
2. Previous experience in any type of governmental structure. Specify times, positions held, functions carried out, etc.
3. Major accomplishments – both personal and professional.
4. Specific experience that enhances or facilitates the candidate's capacity for meeting the special needs of the office he/she is running for.
5. Community involvement.
6. Specific campus and statewide issues that you feel that GSLMU should address.

### ***PLATFORM STATEMENT OF:***

---

---

---

---

---

---

First	Middle	Last	Desired Position
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
\_\_\_\_\_  
Received By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am pm

## GSLMU Judicial Complaint Form

**Complaint Type (Check One)**

SRB Code  Elections Code  Appeal of Elections Committee Decision  Constitution/ Bylaws

**PART I – COMPLAINANT(S)** Please provide the personal information of the person(s) reporting the violation.

\_\_\_\_\_  
\_\_\_\_\_  
JOHN A. DOE 999999999

First Middle Last Student ID

JOHN.A.DOE@LION.LMU.EDU 310.222.2222

E-mail Phone

\_\_\_\_\_  
\_\_\_\_\_  
MICKEY J. MOUSE 988888888

First Middle Last Student ID

MICKEY@DISNEY.COM 310.999.9999

E-mail Phone

**PART II – RESPONDENT(S)** Please provide the personal information of the person(s) performing the violation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KIMBERLY WARD

First Last

First Last

**PART III – WITNESSE(S)** Please list all witnesses to the alleged violation.

Name	Email	Phone
<u>JANIICE PARKER</u>	<u>JPH@LMU.EDU</u>	<u>951.333.3333</u>

<u>MILO SMITH</u>	<u>MILO@LMU.EDU</u>	<u>951.999.9999</u>
-------------------	---------------------	---------------------

**PART IV – VIOLATION DESCRIPTION**

3 / 24 / 08 3: 25P GSLMU  
OFFICE

Date of Violation Time of Violation Location of Violation

KIMBERLY WARD WAS SEEN PASSING OUT HANDBILLS TO 3 STUDENTS IN THE GSLMU  
OFFICE

Description

**Please cite the specific code(s) which the alleged action violates:**





---

---

GSLMU Office Manager or Elections Committee Member

Date

---

---

**FOR OFFICE USE ONLY**

---

---

Received By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am pm

---

**SIDE B**

**2013 Post-Elections Timeline**

1. ***First Meeting of the Newly Elected Senate***  
Friday, April 25, 2014 from 5:30-8pm
2. ***Spring/Summer Appointment Duties***  
Before the close of the academic year, the President shall nominate and present to the newly appointed Senate one individual for each position requiring Senate approval.
3. ***Mandatory Spring Retreat/Training for the Newly Elected and Appointed***  
Friday, May 16<sup>th</sup> – Sunday, May 18<sup>th</sup> 2014
4. ***Mandatory Fall Retreat/Training for the Newly Elected and Appointed***  
Friday, August 15<sup>th</sup> – Sunday, August 17<sup>th</sup> 2014; Friday, August 22<sup>nd</sup> - Sunday, August 25<sup>th</sup>
5. ***Mandatory Spring Refresh***  
Friday, January 16<sup>th</sup> 2015