2019
CSUN Executive Elections
Filing Packet

Primary Election: March 13 & 14, 2019
General Election: April 10 & 11, 2019

Questions / Comments / Concerns - Please Contact the Director of Operations and Elections
Joshua Padilla, Joshua.padilla@unlv.edu

This packet must be *TIME-STAMPED*, initialed at the lower right-hand corner of each page,
completed, and submitted to the CSUN Director of Operations and Elections office, *Student Union 313R* by no later than *5:00 p.m. on Friday, February 22, 2019.*
Welcome Letter

Dear Aspiring Executive Candidate,

Congratulations on taking the first step in joining the Consolidated Students of the University of Nevada, Las Vegas (CSUN)! I would like to express my gratitude and excitement for your interest in serving the student body. Included in this packet is a list of official requirements that you must fulfill in order to seek an executive office.

The qualifications for candidacy in the CSUN Executive Elections are as follows:

1. Must be enrolled in at least seven (7) credits per semester, excluding summer sessions, at UNLV;

2. Must have completed forty-eight (48) credits the last fifteen (15) of which must be from UNLV.

3. Must maintain a cumulative 2.5 GPA.

4. Must not have been elected to the position two or more times.

5. Must have completed seven (7) credits at UNLV in the immediate semester prior to filing for an office.

These are the basic requirements to hold an executive office. The following pages contain further instructions on how to proceed with the election process. This packet is separated into 10 parts from A – J. Take your time to fill it out and make sure not to miss anything. Please be advised that no campaigning of any kind shall be permitted until 8:00 AM of February 28th, 2019. If you have any further questions, please do not hesitate to contact me.

I cannot stress this enough, please take the time to familiarize yourself with the Election Rules and Bylaw 205 with all relevant subsections. I look forward to an honest and fair election! Please do not hesitate to contact me or the Assistant Director of Elections if you have any questions.

Good luck!

Joshua Padilla
Director of Operations and Elections
**Executive Elections Timeline**

**All Deadlines are Final**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td><strong>Filing Opens:</strong></td>
<td>Friday, February 8, 2019, 8:00 am</td>
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<tr>
<td><strong>Filing Deadline:</strong></td>
<td>Friday, February 22, 2019, 5:00 pm</td>
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<td><strong>Biographies &amp; Photos Deadline</strong>:</td>
<td>Friday, February 22, 2019, 5:00 pm (See important note below)</td>
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<td><strong>MANDATORY Candidate Information Meeting:</strong></td>
<td>Tuesday, February 26, 2019 - 7:00-9:00 pm CSUN Offices</td>
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<td>Wednesday, February 27, 2019 - 8:00-10:00 am CSUN Offices</td>
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<td><strong>Campaigning Period:</strong></td>
<td>Beginning: Thursday, February 28, 2019, 8:00 am</td>
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<td>Ending: Thursday, March 14, 2019, 5:00 pm</td>
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<tr>
<td><strong>MANDATORY Senate Meetings:</strong></td>
<td>March 11, 2019 - 6:00 pm - SU 208</td>
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<tr>
<td><strong>Dates &amp; Times of Primary Election:</strong></td>
<td>Start: March 13, 2019, 9:00 am</td>
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<td>End: March 14, 2019, 5:00 pm</td>
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<tr>
<td><strong>MANDATORY Executive Mixer/Debate</strong></td>
<td>TBA</td>
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<tr>
<td><strong>Date &amp; Times of General Election:</strong></td>
<td>Start: April 10, 2019 - 9:00 am</td>
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<td>End: April 11, 2019 - 5:00 pm</td>
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<td><strong>Expenditure Form Deadline</strong>*:**</td>
<td>Thursday, April 11, 2019, 5:00 pm (See important note below)</td>
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**If emailed, biographies must be submitted in a Word document, and photos must have either .jpg or .jpeg extensions, and received by the deadline posted above. No submissions will be accepted past February 22, 2019 at 5:00 pm. (Unless for Outside Emergency Events deemed reasonable by the Director and Assistant Director)**

***Failure to turn in an expenditure form will result in an automatic disqualification.***
A: Biographic Information

Name: ____________________________________  Name: ____________________________________
(Name as it appears on Rebel Card)  (Name to appear on ballot, if different than Rebel Card)

Address: __________________________________

NSHE ID: __________________________

Email: ________________________________  Cell Phone: __________________

(**Only Rebel Mail will be used for Election purposes. The Elections Commission is not responsible for missed communications due to a candidate not checking their UNLV email.)

Part B: Eligibility

Students interested in holding office in CSUN must:

1. Matriculated students of UNLV, enrolled in at least seven (7) credits.
2. Have a cumulative grade point average of at least 2.50 as verified by a member of the CSUN Professional Staff.
3. Meet all other eligibility requirements outlined in the CSUN Bylaws and Constitution.

I hereby authorize the CSUN Faculty Advisor, CSUN Business Manager, the CSUN Graduate Assistant and/or a member of the CSUN Professional Staff to examine my academic and conduct records to determine my eligibility for a Student Government office.

Signature: _______________________________ Date: _____ / _____ / _____

Part C: Declaration of Candidacy

I hereby declare that I am a candidate for the following position:
___ Student Body President ___ Student Body Vice President ___ Senate President

Part D: Candidate Goal Statement

Using the space provided, please respond to the question, "Why do you wish to hold an executive office?" Responses should be legible, specific, concise, and use no more than 200 words. This will appear with your biography and photo in the Voting Guide. Goal statements may also be emailed to the Director of Elections in a Word document by the filing deadline of February 22, 2019 at 5:00 pm.

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Part E: Biographies

Biographies are REQUIRED to be turned in before the filing deadline on February 22, 2019 at 5:00 PM. Please submit your biography in a Word document. Your biography will be available to voters on the UNLV CSUN website. In addition, there will be a voters’ guide at each polling location on election days.

Part F: Pictures

Please submit a high-resolution picture for your candidacy before the filing deadline on February 22, 2019 at 5:00 PM. Pictures must be attached in a separate file either .jpg, or .jpeg formats. Pictures must have a solid background or scenery that is acceptable. No cropped pictures will be accepted. Pictures must be recent and taken within the last 6 months to reflect your current appearance. Please dress professional and keep in mind that these pictures will be available on the CSUN website and social media owned by CSUN. Pictures in military uniform will not be accepted.

Please turn in your Biographies and Pictures electronically to:

Joshua.padilla@unlv.edu

_________________________________________________  ___/___/___
Candidate Signature                          Date
Part G: Ticket Agreement Form

*Tickets may be formed by two (2) to three (3) candidates. Candidates may not combine funds with another candidate without the Ticket Agreement Form.*

Ticket Name: __________________________________________________________________________________________

___________________________________       ______________________________________     ____________________________

Candidate - Print Name                        Signature                        Office

___________________________________       ______________________________________     ____________________________

Candidate - Print Name                        Signature                        Office

___________________________________       ______________________________________     ____________________________

Candidate - Print Name                        Signature                        Office
Part H: Meetings and Events

I, ________________________________, do hereby acknowledge that my presence is required at the following meeting:

**Mandatory** Senate Meeting on Monday, March 11, 2019 at 6:00pm, if scheduled by the Senate President;

**Mandatory** Executive Candidate Information Meeting on Tuesday, February 26 7:00pm-9:00pm or Wednesday, February 27 from 8:00pm – 10:00pm

I, ________________________________, do hereby acknowledge that my presence is required at the following meeting/event:

Executive Candidate Mixer, more information TBA. This event is for Primary Election Candidates.

I, ________________________________, do hereby acknowledge that my presence is required at the following meeting/event:

Executive Candidate Debate; more information TBA. This event is for General Election Candidates.

Please INITIAL the lines acknowledging you have read and understand the requirements:

__________ I understand that I must be present and on time at the CSUN Senate Meeting on Monday, March 11, 2019 until the end of the meeting and one of the information meetings. I also understand that I must be present and participate in Executive Candidate Mixer and Executive Candidate Debate (if applicable). Failure to meet these requirements will result in an **automatic disqualification** from the 2019 CSUN Executive Election.

______________________________
Candidate’s Signature

__/__/__
Date
Part I: Candidate Leadership Agreement

Please initial each statement:

____ I have read the CSUN Bylaw 205 with all relevant subsections and the 2019 CSUN Executive Election Rules (found at www.unlv.edu/csun).

____ I understand the campaign rules and will abide by them during my campaign.

____ I understand that a term of office shall be one year, beginning on May 1, 2019 and ending in April 30, 2020.

____ I understand that my name may be removed from the ballot if I do not meet the qualifications to hold this position, and that I may be removed from the ballot, disqualified, or fined for violations of the election rules.

____ I acknowledge that I will receive a copy of the rules at the mandatory candidates meeting, and that I am expected to comply with the rules and policies put in place by the Elections Commission.

____ I acknowledge that email will be the official form of communication used before and during the elections.

If elected, I shall:

____ Fulfill the responsibilities of office as described in the CSUN Student Government Constitution and Bylaws. I understand that failing to do so may result in my removal from office.

____ Remain ever mindful of the needs and concerns of the student body, constantly reminding myself that my ultimate mission is the betterment of the University of Nevada Las Vegas community.

____ Attend senate meetings and committee meetings when scheduled.

____ Attend marketing hours whenever scheduled.

____ Attend and assist with CSUN events, whenever possible.

____ Recognize my responsibilities as a role model and leader, behaving appropriately, ethically, positively and respectfully at all times.

____ Request and expect similar behavior from my fellow members of CSUN.

____ Participate as an active member of CSUN, sharing feedback, ideas, and questions from the student body and taking notes for reporting back to my constituents.

I have read the information above and will abide with the terms of this agreement.

____________________________________   ______________________________________________   ______________________________
Candidate Name                                   Candidate Signature                                   Date

This packet must be TIME-STAMPED, completed, and submitted to the CSUN Director of Elections Office, Student Union 313R, by no later than 5:00 p.m. on Friday, February 22, 2019.
Grade Verification Authorization

I hereby authorize a member of the CSUN Professional Staff to examine my academic and conduct records to determine my eligibility for a Student Government position.

NAME:_____________________________________
(please print)                      NSHE ID#:___________________________________

POSITION: _____________________________ If Senator, List College: _________________________________

SIGNATURE: __________________________________________________ DATE: __________________

FOR OFFICE USE ONLY

DO NOT WRITE BELOW THIS LINE

ALL POSITIONS
Enrolled as matriculated undergraduate student __________________________
Has a 2.5 Cumulative GPA (Judicial is 3.0) __________________________
Currently enrolled with at least seven credits __________________________
Not currently filed for another CSUN position __________________________

SENATE
College enrolled in __________________________

EXECUTIVE BOARD
Not elected to position more than twice __________________________
48 credits completed w/ the last 15 at UNLV __________________________
Completed seven credits from last semester __________________________

JUDICIAL COUNCIL
3.0 Cumulative GPA __________________________
24 credits completed w/ the last seven at UNLV __________________________

_________________________________________ ______________________________
CSUN Professional Staff Date

CSUN Office - University of Nevada, Las Vegas
4505 S. Maryland Parkway - Box 2009 - Las Vegas, Nevada - 89154-2009 - (702) 895-3645
2019 CSUN EXECUTIVE CANDIDATE EXPENDITURE FORM
Due: April 12, 2019 no later than 5:00 pm.

Name(s): ______________________________________________________________________

Ticket Name (If applicable): ______________________________________________________

1. This form must be time-stamped and initialed by the CSUN Director of Elections or an Elections Commission Member.
2. For proper procedures on reporting campaign contributions and expenditures, please see the Election Rules.
3. Please attach all receipts or invoices. If there is not a receipt or invoice, and you are reporting fair-market value for an item, please attach a print out of what you are using for the estimated value. (i.e. – an item on amazon.com)
4. If you are on a ticket, the ticket as a whole may turn in one expenditure form. However, if you have expenses outside of your ticket, you must add those expenses to the ticket’s form or turn in a separate form.

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<th>ITEM DESCRIPTION</th>
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<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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EXPENDITURE TOTAL: ________________

**If you have any questions about how to fill out your expenditure forms, please contact the CSUN Director of Elections, Joshua Padilla at Joshua.padilla@unlv.edu. Failure to turn in an expenditure form will result in disqualification.
2019 CSUN Executive Elections Complaint Form

Name(s) of complainant: ____________________________________________________________

Name(s) of defendant: _____________________________________________________________

Date: __________________________

Election rule(s) violated: ____________________________________________________________

Date of violation: __________________________

Description of violation*: __________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Complainant signature: ______________________ Date: ________________________

Witnesses: _______________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

*Please attach any proper documentation for submission. This document must be time-stamped and submitted to the Director of Elections, Joshua Padilla (Joshua.padilla@unlv.edu)