1. **Information Sessions**
   
   **ONLY** Aspirants for Mr. and Miss Morgan State University
   
   Wednesday February 10, 2016 USC 210B, 4-5pm

   **General SGA Information Session**
   
   - Wednesday, February 10, 2016 USC 210B, 5pm-6pm
   - Thursday, February 11, 2016 USC 315, 5pm-6pm
   - Tuesday, February 16, 2016 USC 210B, 11pm-12pm

2. **Application Due Dates**
   
   - Candidates running for Mr. and Miss Morgan State University **ONLY**, applications are due **Wednesday, February 17, 2016**, in the Office of Student Activities (USC Suite 303) by 4pm (ET), **NO EXCEPTIONS!!!**
   
   - All other candidates must turn in their application by **Friday, February 19, 2016** in the Office of Student Activities (USC Suite 303) by 4pm (ET) – **NO EXCEPTIONS!!!**

3. **Mr. and Miss Morgan State University Interviews**
   
   Tuesday, February 23, 2016 USC Suite 303 – Starting at 3pm

4. **Notification of Certified Candidates**
   
   The list of certified candidates will be posted in the Student Government Association office and on [http://www.morgan.edu/sga](http://www.morgan.edu/sga) Wednesday, February 24, 2016 at 10am

5. **Campaigning Begins**
   
   **Wednesday, February 24, 2016** – Campaigning will begin at 12pm

6. **Speeches & Debates**
   
   Monday, February 29, 2016 Turpin Lamb Theatre, Murphy Fine Arts Center, Morgan State University 6pm-8pm

7. **Hot Seat**
   
   Wednesday, March 2, 2016 Turpin Lamb Theatre, Murphy Fine Arts Center, Morgan State University 6pm-9pm

8. **Mr. and Miss Morgan State University Pageant**
   
   Monday, March 7, 2016 – Gilliam Concert Hall, Murphy Fine Arts Center, Morgan State University, 7pm-9pm

9. **Election Days**
   
   Following the Mr. and Miss Morgan State University pageant elections will take place online at [https://eballot4.votenet.com/morganstate/login.cfm](https://eballot4.votenet.com/morganstate/login.cfm) starting at 10pm and ending **Thursday, March 10, 2016** at 12pm.

10. **Election results**
    
    Election results will be posted at [http://www.morgan.edu/sga](http://www.morgan.edu/sga) shortly after voting ends.

11. **Interview Date for Student Regent**
    
    Based of March Regent meeting

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**Elections Overview**

1
1. Each candidate must be eligible in all respects (i.e. GPA, credit hours, etc.) at the
time of application. Candidates must be in good standing with the University. Good
standing is defined as a minimum 2.5 cumulative grade point average and no judicial
sanctions.

2. All candidates, and appointed class and SGA Executive Board officers must be
cleared through the Office of Student Rights and Responsibilities. Students shall be
declared ineligible if they are under active sanction of suspension or currently on
disciplinary probation for multiple minor violations of the Code of Student Conduct
(Code), or aggravated violations, or completed suspension sanction, or controlled
dangerous substance violations, or disruptive conduct, or weapons violations. The
Office of the Vice President of Student Affairs shall hold each student to a high
standard of behavior, both to protect the campus community, and to promote student
moral development, when reviewing eligibility of candidates.

3. Attendance and proper business attire is required at all events.

4. Candidates for Student Government Association President and Vice President must
run together on the same ticket and must be elected together. Running mates must be
chosen prior to application deadline. Final slate of candidates will be determined by
submitted applications. The disqualification of one running mate automatically
disqualifies the other person on the ticket.

5. Candidates for Class President and Vice-President must run together on the same
ticket and must be elected together. Running mates must be chosen prior to application
deadline. Final slate of candidates will be determined by submitted applications. The
disqualification of one running mate automatically disqualifies the other person on the
ticket.

6. All candidates, except those running for Mr. and Miss Morgan, are required to give
a 3 minute speech. The audience will be allowed to pose questions to the candidates
following the speeches.

7. Only the candidates running for SGA President/Vice-President and Class
President/Vice-President will participate in a debate.

8. Candidates for Mr. and Miss Morgan are required to have an interview and
participate in the Mr. and Miss Morgan State University Pageant. The dates and times
for the interviews and pageant are publicized in the elections timeline. More
information concerning the election process for Mr. and Miss Morgan State University
are on page 8.

9. Candidates for Student Regent must submit applications to the Office of Student
Activities (USC Suite 303) by Friday, February 19, 2016 4pm (ET). NO
EXCEPTIONS!!
10. If you have any questions, comments, or concerns, please speak with the Senior Class President, Ms. Brittany Palmer (msusgaseniorclass@gmail.com), or Assistant Coordinator, Office of Student Activities, Ms. Joyce Allison (joyce.allison@morgan.edu).
Constitutional Guidelines for SGA Elections

The candidates for the Presidency and Vice-Presidency of the Student Government Association, along with Mr. and Miss Morgan, shall be certified as juniors or seniors for the following fall semester and will have **NO LESS THAN 60 CREDITS** at the time of application for their position.

In case of a transfer student who seeks the office of President, Vice-President, Miss Morgan, or Mr. Morgan, he/she must have matriculated at Morgan State University for two (2) consecutive semesters prior to the semester in which the election is held. In addition, transfer students are required to have a minimum of 24 credit hours, which must be from Morgan State University, and a 2.6 cumulative grade point average.

All candidates seeking positions within the Student Government Association must have a cumulative 2.5 grade point average at the time of application for office. If a candidate has less than a cumulative 2.5 grade point average at the time of application for the position, he/she will not be eligible to run for the designated position.

The candidates for class officers other than the freshman class must be pursuing the equivalent credits that will make him/her eligible for the office for which he/she is running at the end of the semester of candidacy. For instance, Freshmen running for a Sophomore Class position **must have at least 24 credits**, Sophomores running for a Junior Class position **must have at least 56 credits** and Juniors running for a Senior Class position **must have at least 90 credits** by the end of the Spring semester.

In case of a transfer student, he/she must have matriculated at Morgan the semester prior to the semester in which the election is held and have successfully completed no less than 12 credits at Morgan and with no less than a cumulative 2.5 grade point average at Morgan at the time of application and the required hours for the office which he/she seeks.

Summer school credits following the semester of candidacy will not be counted.

If by the end of the semester of candidacy, an elected candidate for any office does not have the required credit he/she will be required to relinquish his/her position to the next highest runner-up who is qualified for the office.

The Vice-President for Student Affairs verifies the academic average and credits to meet the candidacy requirements. The Board of Election Supervisors determines all petitions and final actions regarding the election.

No potential candidate for any elected office, nor any member of the President’s Executive Board shall be able to participate in any organization’s pledge program during the duration of the Student Government affiliation. Per the Division of Student Affairs, “pledge program” and “membership intake” are synonymous whereas they are the official period when individuals join a fraternity, sorority, or social fellowship.

An orientation process shall begin as early as a week after the election but no later than the new administration’s inauguration in April. The orientation period is for the newly elected president, vice-president, Mr. and Miss Morgan, class presidents and the executive board of the Student
Government Association. The newly elected officers shall be officially in office on the last Friday in April.

Rules for Campaigning

1. All potential candidates for office must be certified by the Coordinator of Student Activities as eligible participants before campaigning begins. Potential candidates must be in good standing with the University. Good standing is defined as a minimum 2.5 cumulative grade point average and no judicial sanctions.

2. Campaigning will not begin until **February 24, 2016 at 12 p.m (ET)**. ANYONE caught campaigning before the official start date on Facebook, Instagram, Twitter, Snap Chat, Tumblr or any other internet sites/social media will be automatically disqualified. Do not pass out ANY campaign materials, which include but are not limited to t-shirts, handbills, posters, etc. prior to **February 24, 2016 at 12 p.m (ET)**.

3. There will be no infringing on property rights (i.e. hiding signs, destroying signs, poster, fliers, etc.). In addition, disrespect displayed by any candidate will not be tolerated.

4. There will be no campaigning in or campaign propaganda on the following buildings: Carter Grant Wilson, Truth Hall, University Chapel, Earl S. Richardson Library, Montebello Complex, the McKeldin Center, Morgan View Complex, Communications building, Engineering building, Earl G. Graves Business Building or any USC Administrative Offices. Do not place campaign propaganda on the Welcome Bridge, Communications Bridge, or Legacy Bridge.

5. Do not deface (destroy, damage, scar, disfigure) school property with campaign materials or propaganda. **Only place flyers and posters on bulletin boards.** Do not place flyers or posters on glass, light fixtures, construction fences or on the blue Morgan campus directories. Do not place signs or posters with stakes into the ground, and NO CHALKING AT ALL!!! DO NOT PLACE ANY CAMPAIGN MATERIALS (flyers, balloons, etc.) ON THE WELCOME, COMMUNICATION OR LEGACY BRIDGE. In addition, FLYERS CAN ONLY BE POSTED ON THE PLASMA SCREENS IN THE UNIVERSITY STUDENT CENTER.

6. Campaigning in the Student Government Association office and Office of Student Activities is prohibited.

7. All signs, posters, and flyers must be completely removed from the campus by 5 p.m. the day after elections.

8. Permission **must** be received **IN WRITING** from Resident Directors to post campaign materials in the resident halls. Candidates must receive permission from administrators in all academic buildings before posting campaign materials in that particular building.
9. Neither candidates nor any MSU students are allowed to set up voting stations under any circumstances. No exceptions. Do not vote on behalf of other students – this information can be tracked.

10. If distributing candy only pre-wrapped candy is allowed. No other food or beverages are permitted for distribution.

11. Candidates may requisition a table in the Student Center between the hours of 11am – 2pm, Monday - Friday. Please visit Ms. Allison to reserve a table.

12. Candidates are not allowed to sponsor events or programs (talent shows, cafeteria clean-up, socials, parties, etc.) but are allowed to sponsor service project initiatives. Candidates must complete and submit a project initiative request form between February 24th -February 26th. Service Project Initiatives forms will be approved or denied no later than March 1, 2016.

A candidate found violating any of the rules above will be subject to elimination from the elections process.
Voting Instructions

- Voting will begin **Monday, March 7th at 10 p.m.** and end **Thursday, March 10th at 12 noon**. You may access your ballot online at [https://eballot4.votenet.com/morganstate/login.cfm](https://eballot4.votenet.com/morganstate/login.cfm)

- Electronic voting gives candidates the opportunity to customize your ballot. You may submit a picture of you or you and your running mate together when on the same ballot (ex. candidates for president and vice president). Pictures must be submitted electronically in JPEG form.

- You may also submit a brief profile, using Microsoft word, answering the following questions:
  1. Name
  2. Classification
  3. Personal Philosophy
  4. Platform

Please note: Your submissions will not be edited but will not be posted if any information is deemed inappropriate.

All information must be submitted electronically to Ms. Joyce Allison at joyce.allison@morgan.edu by **12 p.m. on Wednesday, March 2, 2016**. If you have any questions concerning eBallot, please visit Ms. Allison’s office in the University Student Center room 303.

Instructions to post flyers on the USC plasmas

- Only certified candidates may post flyers on the plasmas
- Send an email to joyce.allison@morgan.edu – Include in your email the following:
  - Your full name
  - Position you are running for
  - Phone number
  - Start date the advertisement should be posted
  - Flyers should be ATTACHED in jpeg format, 300dpi, and portrait dimensions
  - The University Student Center reserves the right to refuse to post images that are of poor visual quality or are deemed inappropriate or offensive
Mr. and Miss Morgan State University Applicants

Criteria
1. Applicants must possess at least a 2.5 cumulative grade point average at the time of application, be certified as a junior or senior for the following fall semester, and must have no less than 60 credit hours. Transfer students must have 60 credit hours, 24 of the credit hours must be Morgan credits.

2. Applicants must be involved in at least one form of University extra-curricular activity.

3. Each applicant must participate in an interview and submit a letter of intent, explaining why he/she would like to be Mr. or Miss Morgan State University.

4. Applicants must be well poised, articulate, responsible, and possess leadership qualities.

Selection of Mr. and Miss Morgan State University
Mr. & Miss Morgan State University will be selected through a percentage score system that will include accumulated points from the following sectors: professional interview, pageant and student body vote. The candidate with the highest total percentage score will be elected Mr. & Miss Morgan State University. Below are details for each sector;

a) INTERVIEW: Candidates will be judged on his/her letter of intent, public speaking skills, appearance, intellect, poise, and articulation.

b) PAGEANT: Candidates will be judge on the following categories: Introduction, Oratory, Talent, Poise and Question/Answer segment.

c) SECRET BALLOT: The student body will vote through a secret ballot process on the candidates from March 7-10, 2016.
Mr. & Miss Morgan State University Scoring Rubric

1. Student Body Vote: 50%
2. Pageant Score: 25%
3. Interview Score: 25%

Total Amount of Points Per Segment:
1. Student Body Vote: Registered # of students
2. Interview: 150
3. Pageant: 300

(* denotes the winner)

<table>
<thead>
<tr>
<th>Sector</th>
<th>Percentage</th>
<th>Candidate #1 Sector Score</th>
<th>Candidate #1 Percentage Score</th>
<th>Candidate #2 Sector Score</th>
<th>Candidate #2 Percentage Score</th>
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<tbody>
<tr>
<td>Interview</td>
<td>25%</td>
<td>116/150</td>
<td>25 \times 116 = 29</td>
<td>108/150</td>
<td>25 \times 108 = 27</td>
</tr>
<tr>
<td>Pageant</td>
<td>25%</td>
<td>232/300</td>
<td>25 \times 232 = 58</td>
<td>253/300</td>
<td>25 \times 253 = 63.25</td>
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<tr>
<td>Student Vote</td>
<td>50%</td>
<td>533</td>
<td>50 \times 533 = 266.5</td>
<td>512</td>
<td>50 \times 512 = 256</td>
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<tr>
<td>Total Score</td>
<td>100%</td>
<td>881</td>
<td>* 353.5</td>
<td>873</td>
<td>346.25</td>
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</tbody>
</table>

Total Score: 353.5

873

346.25
Description of Positions

Student Government Association President

The President of the Student Government Association shall be empowered to make recommendations to the Student Government Association Executive Board for its consideration of such matters, as that individual shall deem necessary. That individual:

1. Shall require the opinion, in writing or oral, of the Executive Board of the Student Government Association upon any subject that may affect the general student body.

2. Shall be required to report to the Student Senate on the seventh week of both regular academic semesters a comprehensive report on the state of the Student Government Association.

3. Shall in person or by designee serve on major faculty committees.

4. Shall from time to time call general student body meetings to relay information directly to the student body.

5. When necessary, shall have the power to call the Student Senate to special session.

6. Shall take care to insure that the “Constitution of the Student Government Association of Morgan State University” is faithfully executed at all times.

7. Shall be ultimately responsible for the proper, ethical, moral, and efficient management of the Student Government Association in all instances.

8. Shall be empowered to fill all vacancies of all appointed offices of the Student Government Association with confirmation of the Student Senate by a two-thirds majority vote; the appointees must meet the academic average and credits necessary to hold class office for their classification.

9. Shall nominate, and with the advice and consent of two-thirds of the Student Senate, appoint those officers that are deemed necessary for the proper administration of the Student Government Association.

10. Shall have veto power over all legislation passed by the Student Senate within ten (10) Morgan State University school days.
11. Shall be required to confer with the Vice President in making all decisions that pertain to the Student Government Association.

**Student Government Association Vice-President**

The Student Government Association Vice-President shall be the President of the Student Senate and shall impartially preside at its sessions. That individual shall cast the decisive vote in cases in which there is a tie vote. That individual shall also work closely with the President in coordinating the functions of the Student Government Association and through the Senate, keep abreast of the workings of each department. That individual shall function as second in command of the Executive Board of the Student Government Association.

**Class President**

1. The President is the chief executive officer and policy leader of his/her class.

2. The President shall preside over all class meetings and insure they are conducted in an orderly fashion.

3. The President shall be empowered to make recommendations to the Class Executive Board for their consideration of such matters that he/she judge necessary and important.

4. The President shall request and entertain all written and/or verbal opinions of class officers and members upon any matter, which may have an impact on the class as a whole.

5. The President shall propose an agenda for all class meetings.

6. The President shall have the power to call a special session of the class and/or Executive when he/she decides it is necessary.

7. The President shall have the power to deem any meeting closed to the public and all class members when he/she feels that the Executive Committee has confidential business to discuss.

8. The President shall appoint committees and chairpersons of committees.

9. The President shall meet regularly with other class officers.

10. The President shall serve as a member of the Student Government Association Executive Board and attend all weekly meetings.
**Class Vice-President**

1. The Vice-President shall be empowered to act for the President if he/she is unable to perform duties of his/her office.

2. The Vice-President performs all duties as directed by the President.

3. The Vice-President shall be an official non-voting member of every committee appointed unless otherwise stated.

**Class Secretary**

1. The Secretary shall be responsible for recording official minutes at every meeting of the class Executive Board and every class meeting.

2. The Secretary shall prepare minutes for distributing to each class officer.

3. The Secretary shall keep an accurate attendance book

4. The Secretary shall be responsible for all facilities as needed by the class.

5. The Secretary shall requisition all facilities as needed by the class.

6. The Secretary shall perform other such duties as directed by the President.

**Senators**

1. There shall be three (3) Class Senators for each class.

2. The Senators shall attend all Student Senate meetings called by the Student Government Association Vice-President.

3. The Senators shall give reports to the class Executive Board of the Student Senate meetings.
4. The Senators shall be responsible for presenting class concerns and programs to the Senate on behalf of the class when necessary for Senate approval.

5. The Senators shall perform all other such duties as directed by the President.

Treasurer

1. The Treasurer shall receive all funds and be responsible for their safekeeping, accounting and audit.

2. The Treasurer shall be responsible for their preparation of records of all expenditures according to the class account.

3. The Treasurer shall file receipts for all purchases made by the class.

4. The Treasurer shall make monthly financial reports available to the class members.

5. The Treasurer shall be responsible for preparing a report of all class expenditures and transactions to the Comptroller of the Student Government Association.

6. The Treasurer shall perform other such duties as directed by the President.

Class Kings and Queens

1. The class King and Queen shall serve as the official host of the class.

2. The class King and Queen shall be presented as the class representatives to the school during the Mr. and Miss Morgan State University Coronation.

3. The class King and Queen are official members of the University Royal Court.

4. The class King and Queen must attend and actively participate in all class programs and planning sessions.

5. The class King and Queen shall serve on the Promethean staff when needed.

6. The class King and Queen shall coordinate at least one community service project each academic semester.
7. The class King and Queen shall perform other duties as directed by the President.

Special Duties and Responsibilities of the Class Presidents

Senior Class
- Frederick Douglass Convocation
- Senior Ball
- Senior Class Trip
- Parent Appreciation Dinner

Junior Class
- Outstanding Morgan Man Banquet
- Outstanding Morgan Woman Banquet
- Adopt-A-Freshman Program
- Junior Week

Sophomore Class
- Sophomore Week
- Unity Week

Freshman Class
- Freshman Week
- School Spirit Campaign

Miss Morgan State University

1. Miss Morgan State University shall serve as the official hostess of the University.

2. Miss Morgan State University will serve as the representative of Morgan State University at the National Black College Alumni Hall of Fame Pageant.

3. Miss Morgan State University will be a non-voting member of the Executive Board, and is required to attend weekly meeting.

4. Miss Morgan shall be responsible for coordinating and carrying out at least one major community service project each regular academic semester, which will benefit the Morgan student body and/or Baltimore City and serve as a reflection of the University’s concern for the betterment of the community.

   A. One of the projects will consist of instituting and maintaining a scholarship drive in conjunction with Mr. Morgan.
B. The second independent project will be a major project of her choice.

**Mr. Morgan State University**

1. Mr. Morgan State University will serve as the official host of the University.

2. Mr. Morgan State University will serve as the representative of the University at the Mr. HBCU Pageant.

3. Mr. Morgan State University will be a non-voting member of the Executive Board and is required to attend weekly meetings.

4. Mr. Morgan State University shall be responsible for coordinating and carrying out at least one major community service project each regular academic semester.

   A. One of the projects will consist of instituting and maintaining a scholarship drive in conjunction with Miss Morgan.

   B. The second independent project will be a major project of his choice.

**Student Regent**

1. Student Regent serves as the student representative to the Morgan State University Board of Regents.

2. He/she shall be responsible for attending all Board of Regent’s meetings.

3. Report all public matters pertaining to the meeting to the Student Body and Executive Board, and

4. Serve as the chief liaison to the Board of Regents.

Qualifications

⇒ The student candidates for the Morgan State University Board of Regents shall be an undergraduate student.

⇒ The student candidates shall be enrolled full-time at the University.

⇒ The student candidates shall be in good standing at the University. Good standing is defined as a 2.5 cumulative average or better with no outstanding incomplete grade at the time of consideration, and no judicial sanctions.

⇒ The student candidates shall have successfully completed no less than 64 academic credits at the time of application. In the case of a transfer student, a minimum of two prior
semesters must have been spent at Morgan as a full-time undergraduate student enrolled in a minimum of 24 academic credits. All credits must have been successfully completed.

⇒ The student candidates shall be involved in an extracurricular organization or committee which is directly affiliated with the Student Government Association at Morgan State University.

⇒ The student candidate will be subject to a background search.

⇒ The student candidate selected for the Morgan State University Board of Regents shall be enrolled full-time as an undergraduate student during his/her tenure as a representative to the Board of Regents.

⇒ All applicants must submit a letter of intent, as well as a resume to be considered for candidacy.

⇒ A special selection board will be formed to select the student representative. This board will be comprised of:

1. the President of the Student Government;
2. the Vice President of the Student Government;
3. a senator from each of four classes; and
4. the Vice President for Student Affairs
Morgan State University

STUDENT GOVERNMENT ASSOCIATION

Candidacy and Eligibility Application

(Please print clearly)

Full Name: _________________________________________________________________________________

Classification: _________________________ Major: __________________________________________

Student Identification Number: ___________________________

Local Address: __________________________________________________________________________
__________________________________________________________________________

Cellular Phone Number: ____________________________________

Morgan Email Address : __________________________________________________

Position Being Sought: ________________________________________________________________
(Please Be Specific)

Running Mate (If applicable): ______________________________________________________________

I have read and understand the rules and regulations concerning the Student Government
Association’s election process. I agree to duly respect other candidates, their property, and
right to campaign. Additionally, I will adhere to all University policies and the Student Code
of Conduct. I understand that if I violate any of the rules and regulations, I may be
eliminated from the elections process.

___________________________________________________
Signature of Candidate

____________________________________________________
Date

For office use only

<table>
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<tr>
<th>Cumulative G.P.A:</th>
<th>Credit Hours Earned:</th>
</tr>
</thead>
</table>

17
MORGAN STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION ELECTIONS 2016
PROJECT SERVICE INITIATIVE REQUEST FORM
(Please Print Clearly)

Full Name: ________________________  Position Being Sought: _______________

Cell Phone Number: _______________  Email: ___________________________

Projected Date: ________________  Location: ___________________________

Title: _____________________________________________________________________

Please summarize the purpose of your Project Service Initiative in the box below.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Form will ONLY be collected during February 24 - February 26, 2016.
Forms must be turned into the SGA office by Friday, February 26, 2016 no later than 3pm.
The Board of Election Supervisors will approve service request by Tuesday March 1, 2016.
If you have any questions, feel free to email them to msusgasenioreclass@gmail.com and/or
Ms. Allison at joyce.allison@morgan.edu