

# STUDENT ELECTIONS CANDIDATE PROVISION FORM 2019 – 2020 Academic Year

The following information must be filled out completely in order to receive a Candidate Application Packet.

**INFORMATION**

NAME: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Student Leaders are expected to read instructions and communicate with the appropriate individuals if they need help or clarifications. These expectations will be extended to candidates in the SRJC Student Elections.

**By signing below, you recognize that you have been provided a Candidate Packet for the Spring 2019 Student Elections, and you acknowledge that SRJC, Student Elections Staff, and other candidates will not be held responsible for any candidate's failure to read the provided information or request clarification when necessary.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**PLEASE REFER TO ELECTION TIMELINE FOR ALL ELECTION DEADLINES.**  
**Elections Coordinator:** Zack Miranda, zmiranda@santarosa.edu, (707) 524-1528  
**Elections Advisor:** Hilleary Zarate, hzarate@santarosa.edu, (707) 527-4239

# STUDENT ELECTIONS CANDIDATE APPLICATION PACKET

**Student Government Assembly Officers  
& SCJCD Student Trustee**

**2019 – 2020 Academic Year**

# CONFIDENTIAL CANDIDATE INFORMATION

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**Student Government Assembly Officers  
& SCJCD Student Trustee**

**2019 – 2020 Academic Year**

**Any information submitted in this packet becomes public information once you become an official candidate. Information will be used in official election materials and may be shared with outside press organizations. SRJC Student Elections Staff, the Office of Student Life, and the Student Government Assembly have no editorial control over press organizations or the content chosen by their writers and editors.**

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## ELECTION TIMELINE

All forms must be turned in to the Office of Student Life & Engagement Programs on the **Santa Rosa Campus** - 8am-5pm (Mon-Fri, Wed until 7pm) OR the **Petaluma Campus** - 8am-5pm (Mon-Thurs, Wed until 7pm).

**LATE FORMS WILL NOT BE ACCEPTED.**

<b>EVENT</b>	<b>DATE &amp; TIME</b>
<b>CANDIDATE PACKETS AVAILABLE</b>	Monday, February 4th - Friday, March 15th
<b>CANDIDATE PROVISION FORM (pg. 1)</b>	Due when packet is issued
<b>CANDIDATE MEETINGS (All candidates must attend at least ONE meeting on either campus. Candidates unable to make the meetings must contact the Election Coordinator to meet independently.)</b>	
<b>Petaluma Campus</b> Richard Call Building, Conference Room 602: Tuesday, February 12th <b>AND</b> Wednesday, February 20th, 12pm Monday, March 4th, 12pm	
<b>Santa Rosa Campus</b> Bertolini Center, Senate Chambers Room 4638 Monday, February 11th <b>AND</b> Tuesday, February 19th, 12pm Tuesday, March 5th, 3pm	
<b>CANDIDATE &amp; STUDENT TRUSTEE APPLICATION DUE (pg. 11 &amp; 12)</b>	Friday, March 15th, 5pm
<b>CANDIDATE BIOGRAPHY, STATEMENT &amp; PHOTO DUE (pg. 13 &amp; 14)</b>	Friday, March 15th, 5pm
<b>CANDIDATE ELIGIBILITY NOTIFICATION (will be emailed to you by)</b>	Sunday, March 17th
<b>CAMPAIGNING BEGINS</b>	Monday, March 18th
<b>DECLARATION OF INTENT TO RUN AS A SLATE (pg. 15)</b>	Friday, April 5th, 5pm
<b>ELECTIONS ASSEMBLY</b> Petaluma Campus, Rotary Plaza Santa Rosa Campus, Bertolini Quad	Tuesday, April 9th, 12:00pm Wednesday, April 10th, 12:00pm
<b>ELECTIONS WEEK</b>	Monday, April 15th, 12:01am – Friday, April 19th, 11:59pm  ----- Voting is done through your Student Portal at santarosa.edu -----
<b>CAMPAIGN EXPENDITURE FORM DUE (pg. 6)</b>	Friday, April 26th, 5pm

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## CAMPAIGN EXPENDITURE FORM

List all campaign expenses below. Members of the same slate must turn in their expenditure forms stapled together. All expenditure forms are due by **Friday, April 26<sup>th</sup> 2019, at 5:00 PM.** As per the Santa Rosa Junior College Associated Students Election Code, Article VIII, Section 3, no more than **\$100** (including contributions, gifts, and other services) may be spent by independent candidates; no more than **\$75** per candidate may be spent by a combined slate. The value established for contributions, gifts, and services shall be the present retail value, with volunteer labor exempt. Candidates or slates found to have exceeded their spending limits or falsified information on this form shall be subject to disqualification at the discretion of the Election Coordinator and Election Advisor.

ITEM #	DATE	DESCRIPTION	Expense
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Date:	Name:	Total Expenses:
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## QUALIFICATIONS FOR OFFICE

**Candidates for Student Government Assembly or the position of Student Trustee must have a GPA of 2.0 or higher. All candidates must also meet the following requirements:**

Requirements for all candidates specified by the **California Education Code 76061**:

A student who is elected to serve as an officer in the student government of a community college shall meet both of the following requirements:

- a) The student shall be enrolled in the community college at the time of election, and throughout his or her term, with a minimum of five semester units, or its equivalent.
- b) The student shall meet and maintain the minimum standards of scholarship prescribed for community college students by the community college district.

Requirements for Student Government Candidates, specified by the **Student Government Assembly Bylaws, Article IV, Section 1**:

ii. SGA Officers must meet additional requirements set forth by the SGA:

- a. No SGA Officer may hold multiple positions within the SGA.
- b. All elected officers are encouraged to purchase the SGA's "Student Benefits Program" (CubCard+) during both the Fall and Spring semesters
- c. Officers are limited to 2 two (2) full terms of office in the Student Government Assembly

iii. Candidates for the SGA must follow these requirements:

- a. Candidates for Associated Students President will have completed at least two (2) semesters and twenty (20) units at SRJC by the end of the Spring semester in which the candidate is elected.
- b. No candidate may run for more than a single student office in any given Student Election.
- c. All candidates in an election shall locate, read, become familiar with, and be responsible for adhering to all provisions of the following documents: Student Constitution, SGA Bylaws, SGA Election Code, and SGA Publicity Code.
- d. All candidates appointed to fill vacancies must fulfill all qualifications that would normally be required of a candidate for the respective office in a Student Election.

SGA Officers and the Student Trustee have the opportunity to take part in the **Public Service Fellowship Program**, which provides some financial compensation for time served in Student Government. To qualify, Officers must serve on two college-wide committees; attend at least 80% of SGA and college-wide committee meetings; meet with a faculty/staff mentor associated with a college-wide committee at least twice per semester; attend all special committee meetings that they have officially agreed to participate in; participate in an SRJC campus tour; attend official SGA leadership retreats; post and fulfill consistent weekly office hours; communicate and explain any conflicts with upholding SGA responsibilities; submit an end of the year report to the Certified Advisor of the SGA by the end of their term. Participation in the Public Service Fellowship is optional and students who fail to meet the Public Service Fellowship qualifications may still serve in the SGA.

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## RESPONSIBILITIES AND DUTIES OF OFFICE SUMMARY

**Student Trustee** The Student Trustee has the right and responsibility to attend all public meetings of the Board of Trustees, be seated with the Board, adhere to all policies pertinent to Board rules, ethics, and protocols, and be recognized as a full member of the Board at public meetings; participating in discussion of the issues, the questioning of witnesses, and receipt of all materials presented to members of the Board, except confidential and closed session items. The Student Trustee can cast a non-binding advisory vote in open session. The Trustee's vote is not included in determining the vote required to carry any measure before the Board. The Student Trustee may serve as a liaison to the Student Government Assembly.

### **THE STUDENT TRUSTEE IS INDEPENDENT OF STUDENT GOVERNMENT ASSEMBLY**

#### **STUDENT BODY PRESIDENT, *Chair of the Student Government Assembly (SGA)***

The President presides as Chief Administrative Officer, directing and coordinating all policies of the Student Government Assembly; sets the agenda for SGA meetings; reports to the Board of Trustees on behalf of the SGA and the student body; attends meetings of, or sends a designee to, college committees and SGA standing committees; authorizes expenditures of the SGA; and performs other duties as pertain to the office, including providing support to other members. The president speaks on behalf of students and the SGA, and represents the student perspective when meeting with college representatives.

#### **EXECUTIVE VICE PRESIDENT OF LEGISLATION *Chair of SGA Student Representatives Council***

The EVP of Legislation serves as the representative of Santa Rosa Junior College at regional and statewide meetings of the Student Senate of California Community Colleges (SSCCC); be informed of statewide legislation and issues affecting students and student government; be responsible for the coordination of statewide efforts involving the association; and act as a liaison between the SGA and local advocacy initiatives. The EVP of Legislation recruits students to the College Wide Committee system and meets with students who sit on active College Wide Committees to provide mentorship and support.

#### **VICE PRESIDENT OF FINANCE, *Chair of Finance and Benefits Committee***

The Vice President of Finance coordinates the creation of the annual SGA budget; serves as clerk to the SGA and assumes the duties of the President during the absence of the president and EVP; attends college committees related to the college's budget to advise on behalf of students; attends meetings of the Board of Trustees on behalf of the Student Government Assembly; tracks and reports all expenditures of the Student Government Assembly; carries out the provisions of the Financial Code; and ensures that the Officers of the Student Government Assembly maintain clear channels of communication and work effectively toward their shared goals.

#### **VICE PRESIDENT OF CLUBS – SANTA ROSA, *Chair of Inter-Club Council, Representative for Santa Rosa Clubs***

The VP of Clubs – Santa Rosa is responsible for facilitating meetings of the Inter-Club Council and preparing its agenda; the coordination and operation of clubs; carrying out the provisions of the ICC Constitution; acting as

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## RESPONSIBILITIES AND DUTIES OF OFFICE SUMMARY (Cont.)

a liaison between clubs and the Student Government Assembly; organizing all records of club status to ensure continuity; and tracking the budget and expenditures with the ICC treasurer. The VP of Clubs is the bridge between clubs and student leadership, and promotes club involvement in all SGA activities.

### **VICE PRESIDENT OF CLUBS – PETALUMA, *Chair of Petaluma Council, Representative for Petaluma Clubs***

The VP of Clubs - Petaluma is responsible for the coordination and operation of clubs on the Petaluma campus; acts as a liaison between Petaluma clubs, SGA, and ICC; manages club packets, procedures, and applications for Petaluma Clubs; assists Petaluma clubs in the facilitation of campus-wide activities and events; ensures equal access to Petaluma Council funds for Petaluma Clubs; provides guidance for new Petaluma clubs' activation and the notification for impending deactivation to clubs. The VP of Clubs is the bridge between clubs and student leadership, and promotes club involvement in all SGA activities.

### **VICE PRESIDENT OF STUDENT LIFE – SANTA ROSA, *Chair of SGA Student Life Committee***

The Vice President of Student Life is the lead event planning position for the Santa Rosa campus. The VP of Student Life sets the agenda for and facilitates the events of the Student Life Committee, ensuring that student life and activities are thriving on campus; carry out the provisions of the Student Life Committee Bylaws; authorize and sign all Student Life expenditures; and execute events and activities on campus.

### **VICE PRESIDENT OF STUDENT LIFE – PETALUMA, *Vice Chair of Petaluma Council***

The Vice President of Petaluma is the lead event planning position on the Petaluma Campus. The VP is responsible for representation of student issues and concerns of Petaluma Campus to all branches of the Student Government Assembly; coordinate student life activities on the Petaluma Campus with the Petaluma Council, serve on the Student Government Assembly Budget Committee to advocate for Petaluma resources; and work collaboratively with clubs activated by the Petaluma Council on their events and activities.

### **VICE PRESIDENT OF MARKETING – SANTA ROSA, *Vice Chair of the Finance and Benefits Committee***

The Vice President of Marketing administrates the CubCard Premium program and promotion for the Santa Rosa Campus, such that new students are aware of the program before class registration begins; coordinates the marketing for Student Government Assembly events and programs in Santa Rosa; coordinates communication regarding media and outreach to SRJC students; is responsible for recruiting new CubCard Premium membership in a timely fashion, ensuring that there is a stable membership base to fund each semester; and meets with the Student Life Accounts Specialist to review the financial standing of the benefits program.

### **VICE PRESIDENT OF MARKETING – PETALUMA, *Clerk of the Petaluma Council***

The Vice President of Marketing - Petaluma administrates the CubCard Premium program and promotion for the Petaluma Campus, such that new students are aware of the program before class registration begins;

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## RESPONSIBILITIES AND DUTIES OF OFFICE (Cont.)

serves on the Petaluma Council and Student Finance & Benefits Committee; is responsible for increasing CubCard Premium sales on the Petaluma Campus; coordinates communication regarding media and outreach to students about Petaluma events; promotes the Students Benefits Program to Petaluma Students; maintains the Students Benefits Program package; meets with the SGA Accountant to review the financial standing of the benefits program.

### **VICE PRESIDENT OF DIVERSITY** *Liaison between SGA and District regarding student equity*

The Vice President of Diversity serves on the Student Life and Student Advocacy committees; serves on the Student Success & Equity Committee, Inter-Cultural Committee, and LGBTQ Committee; advocates for diverse representation on SGA Standing Committees and College-Wide Committees; serves as a resource for information to the English as a Second Language, Extended Opportunity Programs and Services, Puente, Umoja, International Student Program, and other related departments; is a liaison between multi-cultural groups on campus and those in the community. While the VP of Diversity has no SGA committee of its own; they are more concerned with making sure that the committees that do exist are serving a variety of students and student needs.

### **VICE PRESIDENT OF STUDENT HEALTH** *Liaison between SGA and Student Health Services*

The Vice President of Student Health reports to the SGA and the college on issues and programs impacting student health; serves on the Student Life or Student Representatives Council; serves on the Student Health Services Advisory Committee; will meet with Student Health Services' staff periodically to discuss SGA activities and general student concerns; will meet with Student Health Services' PEERS staff periodically to engage in health-related learning activities and be informed on peer health support activities; assists the Student Health Services department in planning health awareness events in Santa Rosa and Petaluma.

### **VICE PRESIDENT OF SUSTAINABILITY**, *Chair of the SGA Sustainability Committee*

The Vice President of Sustainability promotes the development of sustainable practices and policies throughout the college community, assists the Vice President of Student Life (In Santa Rosa and Petaluma) in the support of environmentally responsible events, and serve on the following college-wide committees: Integrated Environmental Planning Committee and the Institute for Environmental Education. The VP of Sustainability is the lead student advisor for all sustainability related issues at the college, and is responsible for informing students, the SGA, and the college about sustainability and the efforts to support sustainable practices. The VP of Sustainability plays a role in upholding the District's stated commitment to sustainability.

**\*\*\*Complete Officer Duties and responsibilities may be found in the Student Government Assembly Governing Documents. The descriptions listed above are short summaries and are not intended to be full descriptions of each Officer's responsibilities. All candidates will be required to understand and fulfill their duties as specified by the Student Government Assembly constitution, bylaws, and codes\*\*\***

# CANDIDATE APPLICATION

(INDICATE WHETHER YOU ARE APPLYING FOR THE POSITION OF AN **SGA OFFICER** OR THE **STUDENT TRUSTEE**)

NAME REGISTERED WITH SRJC: \_\_\_\_\_

RUNNING FOR THE POSITION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**In the box below, clearly print your name as you would like for it to appear on the ballot:**

I, (Print Name) \_\_\_\_\_, do solemnly swear or affirm that I will conduct the affairs of my election campaign for the office of (indicated above) honestly and in accordance with the rules and regulations of the SRJC Student Elections. If elected, I will abide by and uphold the Constitution of the SRJC Student Body.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

**[Optional]**

Candidates may specify a Campaign Manager (SRJC student) and/or Campaign Advisor (SRJC Employee). Campaign Managers and Advisors will be included in all communications from the Election Staff.

CAMPAIGN MANAGER'S NAME: \_\_\_\_\_

CAMPAIGN MANAGER'S EMAIL: \_\_\_\_\_

CAMPAIGN ADVISOR'S NAME: \_\_\_\_\_

CAMPAIGN ADVISOR'S EMAIL: \_\_\_\_\_

# STUDENT TRUSTEE APPLICATION

(FILL OUT **ONLY** IF YOU ARE APPLYING FOR THE POSITION OF **STUDENT TRUSTEE**. STUDENT TRUSTEE CANDIDATES MUST ALSO FILL OUT THE CANDIDATE APPLICATION ON PAGE 11)

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT OATH**

To the VICE PRESIDENT OF STUDENT SERVICES

I, (Print Name) \_\_\_\_\_, do hereby declare myself as a candidate for election to the Sonoma County Junior College District Board of Trustees as the Student Member for the term commencing on *May 26<sup>th</sup>, 2019*, and expiring on *May 23<sup>rd</sup>, 2020*, I am currently registered as a student at Santa Rosa Junior College and I meet the academic requirements listed in California Education Code 72023.5. If elected I will serve to the best of my ability. I request my name be placed on the official ballot of the District for the election to be held from *April 15<sup>th</sup> to April 19<sup>th</sup>, 2019*.

\_\_\_\_\_ Date

\_\_\_\_\_ Candidate Signature

**STATE OF CALIFORNIA AND COUNTY OF SONOMA OATH OF AFFIRMATION**

I, (Print Name) \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_ Date

\_\_\_\_\_ Candidate Signature

## CANDIDATE BIOGRAPHY AND STATEMENT

CANDIDATES MAY SUBMIT THEIR BIOGRAPHY & STATEMENTS DIRECTLY TO THE ELECTIONS COORDINATOR BY EMAIL. THIS INFORMATION WILL ALSO BE SUBMITTED TO THE OAK LEAF STUDENT NEWSPAPER.

**IN ORDER FOR YOUR PHOTO TO BE INCLUDED IN THE ELECTION GUIDE OR ONLINE, CANDIDATES MUST SEND A PHOTO OF THEMSELVES TO THE ELECTION COORDINATOR BY:  
*MARCH 15<sup>TH</sup> AT 5:00 PM***

FULL NAME: \_\_\_\_\_

RUNNING FOR THE POSITION: \_\_\_\_\_

AGE: \_\_\_\_\_ ACADEMIC MAJOR/ EMPHASIS: \_\_\_\_\_

CITY OF RESIDENCE: \_\_\_\_\_

HOMETOWN: \_\_\_\_\_

GOALS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PREVIOUS LEADERSHIP EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CANDIDATE STATEMENT: Up to 300 words (This limit includes any translated content provided by the candidate), continue on back if necessary. Candidates are strongly encouraged to provide a digital copy of the statement to the Election Coordinator to avoid typographical errors.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## DECLARATION OF INTENT TO RUN AS A SLATE

Up to four (4) candidates may run together as a slate, allowing them to pool their resources during the election. No slate name shall be longer than twenty-one (21) characters including spaces. The slate name shall be included on the ballot just below the names of each candidate who is a member. Slates are subject to increased regulation, as outlined in Article V, Section 4 and Article VIII, Sections 2 and 3 of the Election Code.

**SLATE NAME:** \_\_\_\_\_

**CANDIDATE 1 NAME:** \_\_\_\_\_

**CANDIDATE 1 SIGNATURE:** \_\_\_\_\_

**CANDIDATE 2 NAME:** \_\_\_\_\_

**CANDIDATE 2 SIGNATURE:** \_\_\_\_\_

**CANDIDATE 3 NAME:** \_\_\_\_\_

**CANDIDATE 3 SIGNATURE:** \_\_\_\_\_

**CANDIDATE 4 NAME:** \_\_\_\_\_

**CANDIDATE 4 SIGNATURE:** \_\_\_\_\_

# Due by Friday April 5<sup>th</sup> at 5:00 PM

## STUDENT GOVERNMENT ASSEMBLY GOVERNING DOCUMENTS

All Student Government Assembly Governing Documents can be found at the Office of Student Life Information Desk in Santa Rosa (Bertolini Student Center) and Petaluma (Richard Call Building), OR online at <https://studentlife.santarosa.edu/governing-documents>

It is the responsibility of all candidates for Student Government Assembly to read and understand each of the following documents;

**1. Student Constitution:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/constitution.pdf>

**2. Student Government Assembly Bylaws:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/SGA%20Bylaw%20%5BAmended%20Spring%202018%5D.pdf>

**3. Student Government Assembly Election Code:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/Election%20Code%202018.pdf>

**4. Student Government Assembly Publicity Code:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/SGA%20Publicity%20Code%2003.14.2016.pdf>

**5. Student Government Assembly Publicity Guidebook:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/SGA%20Publicity%20Guidebook%20%281%29.pdf>

**6. Student Government Assembly Code of Conduct:**

<https://studentlife.santarosa.edu/sites/studentlife.santarosa.edu/files/SGA%20Code%20of%20Conduct.pdf>

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