



## Graduate Students Association (GSA) Elections 2018 Application

The Graduate Students Association (GSA) plays an important role in the promotion of graduate students' interests on this campus and within the University of California. Thank you for your interest in running for a position or proposing a referendum. Please read all sections of the application carefully.

**Referenda applications are due on Wednesday, March 7th by 3:00 p.m. in the GSA office.** They will be discussed and voted on at the GSA Forum from 5:30-7:30 on the same day. Late applications will not be accepted.

**The position application deadline is Wednesday of Week #10 at 5:00 p.m. (March 14<sup>th</sup>).**

Please note that a mandatory candidate and campaign orientation meeting will be held at 7pm in 316 Kerckhoff, GSA Conference Room on March 14<sup>th</sup>. All candidates/representatives are required to attend.

### Positions

The GSA Elections are held each year for four positions: President, Vice President-Internal Affairs, Vice President-External Affairs, and Vice President-Academic Affairs. Descriptions of officer duties are listed below.

### Eligibility

All registered graduate or professional students in good standing are eligible to run for one of the four positions listed above or propose a referendum.

### Important Dates

January 26	Applications available
March 7	Referenda applications due
March 7	Referenda presented to the GSA Forum
March 14	Position applications due
March 14	<b>Mandatory Candidate &amp; Campaign Orientation Meeting 7pm-8pm.</b>
April 11	Voting begins 12pm on MyUCLA
April 17	Voting ends 12pm on MyUCLA
April 18	Elections Board meeting to address grievances, approve final results

**Application Checklist – All materials due in person or via email by Wednesday, March 14<sup>th</sup> at 5PM IN 316 KERCKHOFF (except for REFERENDA applications which are due March 7<sup>th</sup>).**

- Form A: Application
- Form B: Petition with 50 Signatures
- Form C: Referendum petition (if applicable)
- Form D: Statement of Expenses
- Form E: Statement of Candidacy
- Attend Mandatory Candidate & Campaign Orientation Meeting on Wednesday, March 14<sup>th</sup> from 7pm-8pm in 316 Kerckhoff (GSA Conference Room).**

### Questions?

Direct all elections inquiries to the Commissioner of Elections at [elections@gsa.asucla.ucla.edu](mailto:elections@gsa.asucla.ucla.edu).  
Feel free to contact current officers for questions specific to each position.

**President (Email: [pres@gsa.asucla.ucla.edu](mailto:pres@gsa.asucla.ucla.edu))**

**• 2018-2019 Stipend: \$870/month for 12 months**

- Chief Executive Officer
- Chairs, organizes, and coordinates all Cabinet meetings
- Closely manages and oversees work of 10 cabinet members
- Appoints all non-academic, non-stipended campus committees including executive search committees
- Closely collaborates with: UCLA Student Affairs on student issues; UCLA Graduate Division, and ASUCLA Administration
- Closely collaborates with all other UC Presidents and Student Regent on system-wide issues
- Jointly responsible with the Vice President -- Internal Affairs for Central Office expenditures
- Recommends a budget for the GSA Central Office annually in the Spring
- Closely collaborates with Student Government Accounting on strategic planning of GSA expenditures
- Meets weekly with GSA Administrative Representatives
- Chairs, organizes and oversees meetings of the Appointments Board
- Sits on: annual Student Regent selection committee; UCLA Foundation Board of Governors; UCSA President's Council; Ad-Hoc ASUCLA Board of Directors' Committees
- Average Time Commitment = 30 hrs/week, Max: 35+ hrs/week

**Vice President-Internal Affairs (Email: [vpi@gsa.asucla.ucla.edu](mailto:vpi@gsa.asucla.ucla.edu))**

**• 2018-2019 Stipend: \$725/month for 12 months**

- Chairs, organizes, and coordinates all meetings of Forum
- Oversees Central office operations including staff and facilities
- Works closely with all academic council presidents to insure proper council operation
- Signs and verifies all academic council and student interest board requisitions in coordination with Student Government Accounting
- Jointly responsible for academic council expenditures with the academic council presidents
- Jointly responsible with the President for Central Office expenditures
- Acting President in his/her absence
- Sits on Cabinet, Appointments Board, John Wooden Center Board of Governors, & Student Activities Center Board of Governors
- Chairs the Graduate Student Resource Center Board and Student Interest Board
- Average Time Commitment = 25 hrs/week, Max: 30+ hrs/week

## **GSA Officer Duties, Time Commitment & Stipends – Page 2 of 2**

### **Vice President-External Affairs (Email: [vpex@gsa.asucla.ucla.edu](mailto:vpex@gsa.asucla.ucla.edu))**

- **2018-2019 Stipend: \$725/month for 12 months**

- Representative of the GSA to the University of California Students Association (UCSA)
- Representative of the GSA to the system wide Academic Senate
- Conduct state and national lobbying efforts on behalf of graduate students
- Liaison with National Association of Graduate and Professional Students
- GSA representative to the UCLA Alumni Association
- Sits on Cabinet, Forum, and Appointments Board
- Average Time Commitment = 25 hrs/week, Max: 30+ hrs/week; estimates include travel 1-2 weekends/month (expenses covered)

### **Vice President-Academic Affairs (Email: [vpaa@gsa.asucla.ucla.edu](mailto:vpaa@gsa.asucla.ucla.edu))**

- **2018-2019 Stipend: \$725/month for 12 months**

- Representative of the GSA to the UCLA Academic Senate
- Sits on Graduate Council (every other Fri. 2-4pm)
- May sit on Academic Senate Executive Board (every other Thu. 1-3pm)
- Appoints and coordinates GSA representation on all Academic Senate committees
- Works on all academic issues such as Academic Calendar and others
- Liaison between students and departments/schools when dealing with academic issues
- May assist students in Academic Conduct issues
- Sits on Cabinet, Forum, and Appointments Board
- Average Time Commitment = 25 hrs/week, Max: 30+ hrs/week

### **All Officers**

- In addition to the above duties, all GSA Officers are encouraged to take on his/her own issues that fall within their domain.
- All officers work closely together and regularly consult each other for feedback and assistance.
- All officers must be available for GSA-related meetings Wednesday evenings 5-8pm.

# GSA Elections Application Form A

Instructions: Please initial and sign where appropriate. Completed Form A is required of all candidates running for a GSA position and for referendum authors.

EXPLANATION OF ELECTIONS FORM B: Candidates running for any elected position must submit Elections Form B (50 signatures). Candidates must obtain at least 50 unique, valid signatures on the nomination forms. These signatures must be from currently enrolled graduate or professional students at UCLA. Candidates may only run for one office at a time. Valid signatures required for candidacy qualification, referenda, and Constitutional amendment petitions sheets shall be defined by: 1) a signature; 2) printed name; 3) UCLA registration Student ID number; and 4) date. Ditto marks shall not be allowed in place of any of the above required items. Only the signature and the printed name must be actually written by the signee.

Initial \_\_\_\_\_

EXPLANATION OF STATEMENT OF EXPENSES FORM D: The Codes require that candidates submit a statement of expenses along with application. The statement should be an itemized list of all funding expenses and sources of financial support. All Candidates must keep original receipts for all campaign expenditures. Candidates must submit finalized list of expenses and receipts no later than 5pm the day following the Election to 316 Kerckhoff (see Election Code 6.8.4).

Initial \_\_\_\_\_

EXPLANATION OF STATEMENT OF CANDIDACY FORM E: Candidates must submit a Statement of Candidacy (150 words maximum) that includes the Candidate's full name and any other information relevant to voters. **The Statement of Candidacy will be placed on the GSA Website as well as the official MyUCLA ballot.** It may not include the address to a candidate's website or any personal website links. The Statement of Candidacy is due along with application.

Initial \_\_\_\_\_

PLEASE NOTE:

- The Elections Board will approve all Statements and Lists and submit these in final form to be included on the GSA website approximately one week after applications are submitted. The Elections Board and GSA Webmaster reserve the right to format Statements and Lists for clarity and consistency purposes.
- Two or more candidates may run together as a slate. At the request of the members, the slate name will be stated on the ballot and in election information distributed by the GSA. The deadline for forming a slate shall be the same deadline as for the nominations and candidate statements)
- Only information posted on the GSA Elections website is considered OFFICIAL. Personal websites are NOT official.
- Once a candidate has been certified, s/he may campaign. There will be NO OFFICIAL ENDORSEMENTS in this Election. Any endorsements solicited by Candidates are at the discretion of the Candidates and will not be posted on the GSA Website.
- Candidate photos will not be posted on the GSA Website or Ballots. Candidates may include photos on their personal website.
- The voting tabulation method to be used when there are more than 2 candidates for an office will be the Instant Run-off.
- The Elections Board has the power to impose any penalty it deems just and proper up to and including disqualification of the candidate.
- The Elections Board shall meet to consider violations of these Codes upon receipt of a formal complaint by any UCLA graduate student, provided such a request is made within twenty- four (24) hours of the close of balloting. Complaints may only be filed once balloting has been completed.
- The Elections Board will consider these complaints at the Wednesday, April 18th Certification Meeting before the Board knows the results of the voting. The Board will make decisions on these complaints at this time. The candidate may appeal the decision of the Elections Board to the GSA Forum.
- All Election and Referendum Forms can be downloaded at <http://gsa.asucla.ucla.edu/elections>
- Candidates and campaign representatives should read the GSA Constitution and Codes found under Governing Documents on the GSA website, <http://gsa.asucla.ucla.edu/organization/governing-documents>
- All questions and concerns should be directed to the GSA Commissioner of Elections at [elections@gsa.asucla.ucla.edu](mailto:elections@gsa.asucla.ucla.edu).

Initial \_\_\_\_\_

***Representatives of Referendum:***

Representatives of referendum petitions must submit Elections Form C. Referendum petitions must include the exact wording of the measure to appear on the ballot and be supported by at least 500 valid signatures of currently enrolled graduate or professional students at UCLA. The name of an official campaign representative for the referendum item must be included on the petition form. Petition sheets for referenda and constitutional amendments must include the exact wording of each proposed referendum or constitutional amendment at the top of each petition sheet. Constitutional amendments must include the current language and proposed changes for the Constitution. The deadline to submit a referendum or constitutional amendment is 3:00pm on Wednesday, March 7<sup>th</sup> in Kerckhoff 316.

**Initial** \_\_\_\_\_

***Clarifications and Grievances:***

If a candidate or representative of a referendum needs a clarification of the Elections Code, s/he may contact the Commissioner of Elections. The matter will be discussed at the next regularly scheduled Elections Board Meeting. All Elections Board Meetings are open to the public, unless the content warrants an executive session. If you have a formal complaint, please email the Commissioner of Elections at [elections@gsa.asucla.ucla.edu](mailto:elections@gsa.asucla.ucla.edu) by on Wednesday, March 14th.

**Initial** \_\_\_\_\_

**I have read the complete Elections Application. I understand that I am expected to follow the rules and regulations set forth in the GSA Codes and Constitution. If I violate these rules, I am subject to sanctions up to and including disqualifications.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## GSA Elections Application Form B: Candidate Petition

Instructions: Complete all fields. Incomplete applications will not be accepted. All petitions must adhere to the rules and procedures found on Elections Form A.

### Declaration of Candidacy

I, \_\_\_\_\_, hereby declare myself to be a candidate for the office of (check one)

- PRESIDENT
- VICE PRESIDENT, INTERNAL AFFAIRS
- VICE PRESIDENT, EXTERNAL AFFAIRS
- VICE PRESIDENT, ACADEMIC AFFAIRS

in the GSA elections to take place April 11<sup>th</sup>- April 17<sup>th</sup>, 2018

UID: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

E mail: \_\_\_\_\_

**I hereby declare that I am eligible to become a candidate as put forth in the GSA constitution and codes, and the above information is true to the best of my knowledge. The candidate petition is attached.**

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**Signature**

**Date**

Candidate Petition

As a registered graduate or professional student at UCLA, we nominate the following person for the office of Graduate Students Association \_\_\_\_\_:  
(Position)

\_\_\_\_\_  
(Your Name)

PRINT NAME	SIGNATURE	UID	DATE
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25.			

Candidate Petition

As a registered graduate or professional student at UCLA, we nominate the following person for the office of Graduate Students Association \_\_\_\_\_:  
 (Position)

\_\_\_\_\_  
 (Your Name)

PRINT NAME	SIGNATURE	UID	DATE
26.			
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**COMPLETED POSITION APPLICATIONS DUE  
 Wednesday, March 14<sup>th</sup>, 2018 BY 5:00PM  
 316 KERCKHOFF Hall**

**No late applications accepted under any circumstances.**



## GSA Elections Application Form C: Referendum Petition

Instructions: Fill out if filing a referendum petition. Leave blank if not filing a referendum petition. All petitions must adhere to the rules and procedures found on Elections Application Form A.

I, \_\_\_\_\_, hereby declare myself to be the campaign representative of the following proposal for the GSA elections to take place April 11th-April 17th, 2018.

UID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

E mail: \_\_\_\_\_

Referendum Proposal

**Precise wording of Proposal\*\*\*:**

**\*\*\*Constitutional Amendments must include both the current language and the proposed changes to the constitution.**

We, the attached signatories, wish to place the following referendum item, for which \_\_\_\_\_ is the campaign representative, on the ballot for the 2018 GSA elections.

**Precise wording of proposal (please type below):**

	<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>UID</b>	<b>DATE</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

If found, please return to Commissioner of Elections, 316 Kerckhoff Hall

Referendum representatives are responsible for copying this sheet in order to have room for the 500 signatures.

## **GSA Elections Application Form D: Statement of Expenses**

Instructions: Candidates must present a statement of expenses and funding sources. All Candidates must keep original receipts for all campaign expenditures.

## **GSA Elections Application Form E: Statement of Candidacy**

Instructions: In 150 words or less, Candidates must submit a Statement of Candidacy that includes the Candidate's full name. The Statement of Intent will be placed on the GSA Website and official elections materials (including MyUCLA official ballot).