

***Hafa Adai from the Center for Student Involvement Office!***

Congratulations on taking the initiative to seek an Officer position with the Council On Postsecondary Student Affairs, also known as **COPSA**, your GCC student government.

Research indicates that students who are actively involved in student organizations and other campus activities are more successful and satisfied with their educational experience than other students. These students also gain marketable employability skills such as effective communication, goal setting, project management, running effective meetings, team building and time management, just to name a few.

Attached is your candidate packet. Please review the entire packet, and complete and submit all documents by the deadline. Please also note the following **important** dates:

**Wednesday**

**March 15, 2017**

**Application Submission Deadline**

Location: Center for Student Involvement office

Time: **No later than 3pm**

**Thursday**

**March 30, 2017**

**Election Day**

Location: Student Center

Time: 4:00pm – 8:00pm

***Encourage your fellow students to VOTE!!!***

We look forward to working with you next school year as you serve and represent your fellow students; plan campus programs and activities; and develop your leadership skills.

Should you have any questions, please visit us in the Student Center, Building 5000, Room 5101; or call 735-5518/9.

***create a great day!***

***Bobbie LG***

Bobbie Leon Guerrero  
Program Specialist

# 2017 COPSA ELECTIONS

The **COUNCIL ON POSTSECONDARY STUDENT AFFAIRS** (COPSA) is organized to represent all officially registered Guam Community College postsecondary and Adult High School students. COPSA's purpose is to serve as a voice for which student issues and concerns are addressed among students and between the students and the GCC administration.

## HONOR

As a prospective COPSA Officer, you will represent the entire student body and be a voice of a recognized student organization. This requires that your behavior is in a manner reflective of the honor you seek – representing Guam Community College, and its student population.

## INTEGRITY

You will be required to maintain and abide by COPSA's By-Laws, COPSA's Constitution, and the Rules and Policies of the College. You must be able to keep up with all assignments as a COPSA Officer, as well as maintain your academic requirements with the College.

## COMMITMENT

When you seek the position of a COPSA Officer, you are committing to the responsibilities as stipulated in COPSA's By-Laws and Constitution; to attending all COPSA meetings; and most importantly, to representing and communicating with GCC students.

## GUIDELINES FOR ELECTIONS

### I. SELECTION COMMITTEE

The Dean responsible for Student Services will appoint a Selection Committee to oversee the elections for the COPSA Officers. The Committee will consist of an Associate Dean representing Student Services, the GCC Registrar, the Program Coordinator for the Center for Student Involvement (CSI), and the Program Specialist for the Center for Student Involvement, who will serve as Chairperson.

### II. ELIGIBILITY REQUIREMENTS FOR OFFICERS

1. Shall be a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses. (minimum of six [6] credits)
2. Shall submit proof of current enrollment (class schedule, tuition payment receipt).
3. Shall commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the fall and spring semesters.)
4. Shall have attended GCC for a minimum of one regular semester immediately prior to running for office and completed the regular semester term with a Grade Point Average (GPA) of 2.25 or better.
5. Shall have a minimum, cumulative GPA of 2.25 or better when declaring candidacy and must maintain a minimum 2.25 GPA throughout every regular semester of service.
6. Shall not be on academic probation (failing to achieve a 2.0 for a regular semester term).

7. Shall have the Center for Student Involvement take your photo to be used on posters and the ballots.
8. Shall not be convicted of a felony.
9. Shall submit a completed Application for Candidacy for COPSA Officer form.
10. Shall submit a signed Declaration of Candidacy for COPSA Officer form.
11. Shall submit a petition signed by at least fifteen (15) officially registered GCC postsecondary or Adult High School students.
12. Shall not hold a current officer position with any GCC Student Organization once elected to a COPSA Officer position and officially sworn in.
13. Shall attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement from May through April.
14. Shall be advised that the above eligibility must be reviewed, guided by FERPA regulations, and certified by the Selection Committee.

### **III. DUTIES AND RESPONSIBILITIES**

1. Attend and vote at all COPSA General and Executive meetings.
2. Chair at least two COPSA activities.
3. Attend and assist with COPSA activities and events.
4. Become familiar with COPSA's fiscal matters and make necessary input and recommendations.
5. Participate in special COPSA committees, projects, and other duties as assigned by the COPSA President.
6. Serve on GCC committees as needed.
7. Meet student groups or individuals to discuss needs and concerns.
8. Maintain a minimum of four (4) office hours per week in the COPSA office.
9. Perform any other specific duties and responsibilities as outlined in the COPSA By-Laws and Constitution.

### **IV. VOTER ELIGIBILITY**

Officially registered, full-time or part-time, declared or undeclared, GCC postsecondary or Adult High School student as defined in the GCC Catalog.

### **V. VOTING PROCESS**

1. The Dean responsible for Student Services via the Selection Committee:
  - a. Announces the election to be held during the spring semester;
  - b. Ensures that ballots are developed;
  - c. Ensures campaign activities are conducted in accordance with all rules;
  - d. Ensures elections are conducted in accordance with all rules;
  - e. Ensures the tabulation is conducted in accordance with all rules; and
  - f. Certifies the results.
2. The Program Specialist for the Center for Student Involvement submits the certified election results to the Dean responsible for Student Services.
3. The Dean responsible for Student Services then accepts and approves the officer candidates with the highest number of votes.

## **VI. TERM OF OFFICE AND DISMISSAL**

1. A COPSA Officer's term of office shall be for one (1) year from the day after the GCC Spring Graduation Ceremony, until the GCC Graduation Ceremony in May of the following year. During their term as elected COPSA Officers, they shall not hold an officer position with any of the GCC Student Organizations, and cannot hold the GCC Board of Trustees Student Member position.
2. To ensure the proper transition of the new COPSA Officers elected in spring, the current COPSA Officers will serve as mentors until the May GCC Graduation Ceremony.
3. COPSA officers are officially sworn in during the month of May and take office after the GCC Graduation Ceremony. A formal induction ceremony will be conducted with all other student organization officers during the Fall semester.
4. Each COPSA officer must maintain all eligibility requirements throughout their term of office.
5. A COPSA officer will be dismissed from their position if he or she does not maintain the minimum GPA requirements, or is in violation of any of the COPSA By-Laws or GCC rules and regulations.

## **VII. REPLACEMENT OF A COPSA OFFICER**

If a COPSA officer is unable to complete his or her term, the Vacancies provision of the COPSA By-Laws will be followed.

## **VIII. EXPECTATIONS OF A COPSA OFFICER**

COPSA officers will be required to fulfill their duties as provided for in the COPSA By-Laws.

# RULES FOR CONDUCTING COPSA OFFICER ELECTIONS

## **I. CAMPAIGNING**

1. Open Student Assemblies are permitted, but must be coordinated with the Center for Student Involvement.
2. Campaigning in the hallways is allowed provided that the noise level does not interrupt any classes.
3. Posters can be placed in designated areas once approved by the Office of Communications and Promotions, the Center for Student Involvement Office and the Student Support Services Office.
4. No campaigning can occur in classrooms during scheduled instructional time.
5. On Election Day, no one can campaign closer than 25 feet from the polling area.

## **II. VOTING**

1. Students must present their current GCC student I.D. card, or another form of photo identification showing their full name, in order to vote.
2. Once voter identification is verified, student voters must sign a voter registry which confirms they are an officially registered GCC student. (The Registrar will provide the registry.)
3. A ballot will be issued for the student to vote.
4. The voter will be afforded privacy for completing the ballot.
5. The completed ballot is to be placed in a locked ballot box by the voter.
6. A GCC employee must be present at the voting site throughout the entire election. A student or students may assist but must first be approved by the Center for Student Involvement. The Center for Student Involvement designee is responsible for organizing the work assignments.
7. Candidates are allowed to have one representative to observe the process. However, the observers are not allowed to intervene or campaign during the process. They may report any discrepancy to their candidate or to members of the Selection Committee.
8. All elections must be conducted on campus.

## **III. ELECTION CHALLENGES**

### **The following process will be followed when filing challenges to the election:**

1. The Candidate filing the challenge must do so in writing and address the challenge to the Selection Committee within two (2) working days from the election date.
2. The Selection Committee will render a decision on the challenge within two (2) working days from the date of the candidate's filed challenge.
3. Should the candidate filing the challenge deem the decision of the Selection Committee unacceptable, an appeal can then be filed within two (2) working days of the decision with the Dean responsible for Student Services. The Dean responsible for Student Services will render a decision, in writing, within two (2) working days from receipt of the appeal.
4. If the decision rendered by the Dean responsible for Student Services is deemed unacceptable by the candidate, an appeal can then be filed within two (2) working days of the decision with the Academic Affairs Division Vice President whose finding will be final. This final decision will be forwarded to the challenger within two (2) working days.

#### **IV. TABULATION OF VOTES**

1. The ballots will be counted immediately after the polls close. If warranted by circumstances beyond our control, the ballot box will be secured in the Center for Student Involvement office until the next time that tabulation can resume.
2. Candidates are allowed to have one representative present to observe the process.
3. The Tabulation Team will be chosen by the Program Specialist for the Center for Student Involvement and will be composed of two Student Organization Advisors, one staff, a postsecondary student identified by the Center for Student Involvement, and the Program Specialist for the Center for Student Involvement.
4. The results of the tabulation and all ballots must be presented to the Selection Committee for their approval. A summary sheet of the tabulation will be prepared to include the total number of votes that were received, the results for each candidate, and the number of write-in, blank and disqualified or spoiled ballots.
5. The Tabulation Team is prohibited from announcing any results or providing any information to the candidates, supporters or others not specifically authorized to receive such information. The results will only be presented to the Selection Committee.
6. Should a write-in candidate for an officer position which had no declared candidate, receive at least 10% of the total votes cast, the Selection Committee can certify the write-in candidate as the winner, pending submission of the required documents necessary to certify his/her eligibility.

#### **V. ANNOUNCEMENT OF ELECTION RESULTS**

The Center for Student Involvement Program Specialist will introduce the elected candidates to the Dean responsible for Student Services, who in turn will introduce the candidates to the Academic Affairs Division Vice President. The Academic Affairs Division Vice President will then introduce the candidates to the President of the College, who will then announce the candidates to the college community.

#### **VI. APPLICABILITY OF RULES**

The above rules are applicable to the COPSA Officer elections at Guam Community College and must be followed without deviation.

# DECLARATION OF CANDIDACY FOR A COPSA OFFICER POSITION

*I hereby declare that the following is true and correct:*

1. I am a declared GCC postsecondary student currently enrolled in at least two (2) GCC postsecondary courses (minimum of six [6] credits).
2. I have submitted proof of current enrollment (class schedule, tuition payment receipt).
3. I will commit to enrolling in at least two (2) GCC postsecondary courses (minimum of six [6] credits per semester) for each regular semester of service and provide proof of enrollment (class schedule, tuition payment receipt) to the CSI office. (A regular semester is defined as the fall and spring semesters.)
4. I have attended a minimum of one regular semester at GCC immediately prior to running for this position and completed this regular semester term with a Grade Point Average (GPA) or 2.25 or better.
5. I have a minimum, cumulative GPA of 2.25 or better when declaring candidacy and will maintain this minimum 2.25 GPA throughout every regular semester of service.
6. I am not on academic probation.
7. I will have the Center for Student Involvement take my photo to be used on posters and ballots.
8. I have not been convicted of a felony.
9. I have attached the completed Application for Candidacy for COPSA Officer form.
10. I have signed this Declaration of Candidacy for COPSA Officer form.
11. I have obtained the minimum fifteen (15) signatures from officially registered GCC postsecondary or Adult High School students on the attached petition.
12. I will not hold any current officer position with any GCC Student Organization if I am elected to a COPSA Officer position and am officially sworn in.
13. I will attend and fully and actively participate in all the Leadership Training Workshops conducted by the Center for Student Involvement from May through April.
14. I will maintain a minimum of four (4) office hours per week in the COPSA office and perform other duties and responsibilities as outlined in the COPSA By-Laws and Constitution.
15. I understand that my eligibility is subject to verification, guided by FERPA regulations, and that my candidacy requires the certification of the Selection Committee.
16. I have been briefed on the minimum requirements of the position for which I am running and the election procedures.
17. I further understand that if I have submitted false information, I may be disqualified from this election or removed from office if I am elected.

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Print Full Name

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Signature

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Date

# APPLICATION for Candidacy for COPSA Officer

Candidate for (*Check ONLY One*):

\_\_\_ President

\_\_\_ Vice President

\_\_\_ Secretary

\_\_\_ Treasurer

\_\_\_ Historian

\_\_\_ Parliamentarian

\_\_\_ Public Relations Officer

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

How would you like your name to be printed on the ballot?

\_\_\_\_\_

**Address:**

(Home) \_\_\_\_\_

(Mailing) \_\_\_\_\_

(E-mail) \_\_\_\_\_

**Contact Numbers:**

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

GCC Student ID number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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**Guam Community College Enrollment Status:**

Full-Time

Part-Time

**Number of Credits attempted this semester:** \_\_\_\_\_

**Major (Program of Study):** \_\_\_\_\_

**Other College / University attending:** \_\_\_\_\_

**Names of Student Organizations / Membership – Positions Held:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe your Leadership Experiences:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List any Leadership Courses / Workshops / Seminars Taken:** \_\_\_\_\_

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**Describe any Volunteer Services Rendered / Community Services provided:** \_\_\_\_\_

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**List past experiences which qualify you for this position:** \_\_\_\_\_

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**Why do you seek this position?** \_\_\_\_\_

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# **PETITION for Candidate for COPSA Officer**

We, the undersigned, are officially registered students at the Guam Community College, and hereby nominate:

\_\_\_\_\_ as a candidate for

the position of \_\_\_\_\_, on the Council On

Postsecondary Student Affairs (COPSA).

**NAME (Please PRINT)**

**SIGNATURE**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

**NAME (Please PRINT)**

**SIGNATURE**

11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

*I have read and understand the responsibilities expected of me as an Officer for the Council On Postsecondary Student Affairs. I do hereby pledge that I have given all the information requested to the best of my knowledge and further acknowledge that I will do my best to uphold my duties to serve the GCC students with honor, integrity, and commitment.*

\_\_\_\_\_  
**PRINTED NAME and SIGNATURE of Candidate**

\_\_\_\_\_  
**Date**