MEMORANDUM

March 19, 2020

To: Prospective University Center Student Board Members
   Student-at-Large Candidates

From: Katie Burnham
       Assistant to Executive Director

Re: Student-at-Large Board Member Application Packets

Included in this packet is information regarding how to run for a Student-at-Large Board Member position. Please refer to the timeline, which includes important dates that must be followed, and the checklist of necessary documents to include in your application packet.

**Application Packets are due on Monday, March 30, 2020, by 4:30 PM and should be submitted via email to kmb273@humboldt.edu.** Please review the requirements regarding GPA, eligibility, and unit loads as outlined in the enclosed “Minimum Academic Qualifications for Student Office Holders.” It is your responsibility to examine these materials carefully.

**There will be a virtual mandatory candidates meeting on Wednesday, April 1, 2020, at 5:00 PM, via Zoom.** Details regarding how to connect to this meeting will be delivered to persons seeking candidacy.

There are two 1-year positions and one 2-year position available on the University Center Board of Directors, plus one alternate for each position. Although the HSU student body elects student Board members, these are **not** Associated Students positions. Board members will be elected on a plurality basis (majority votes received). The candidate for the 1-year term with the third highest number of votes will be named the 1-year term alternate. The candidate for the 2-year term with the second highest number of votes will be named the 2-year term alternate.

**Please adhere to the following campaign guidelines:** no more than $50 can be spent on campaign materials (e.g., posters, advertisements, handouts, announcements, and other media of gathering support to run); and you must refer to the enclosed HSU Elections Posting Information and University Center Bulletin Board Policy before posting fliers on campus. Funds used for campaign materials will not be reimbursed.
As a student Board member, you will be expected to:

- Attend a Board meeting once per month during the academic year—in general, meetings are held on the second Thursday of the month at 5:15 PM, and last about 1.5 to 2 hours
- Sit on at least one UC Board committee

If you have any questions, feel free to email Katie Burnham at kmb273@humboldt.edu.

Thank you for your interest in serving on the University Center Board of Directors. Good luck!

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>Monday, March 9</td>
<td>University Center Board of Directors Election Packets Available in the University Center Administrative Office.</td>
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<td>Monday - Friday, March 16-20</td>
<td>HSU Spring Break</td>
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<td>Monday, March 30 by 4:30 PM</td>
<td>Application due by 4:30 PM to <a href="mailto:kmb273@humboldt.edu">kmb273@humboldt.edu</a></td>
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| Wednesday, April 1 in NHE 120 5:00 PM: Meeting begins | **Mandatory Meeting**  
Candidates meet for an orientation meeting in Via Zoom to review election materials, and learn about the University Center, Board member responsibilities. |
| Thursday, April 9 @ 5:15 PM | UC Board of Directors Meeting; location to be determined.                           |
| Friday, April 10 by 4:30 PM | Last chance for candidates to withdraw from election (without having name included on the ballot). |
| Tuesday - Thursday, April 14-16 | **General Elections**  
Online voting from 12:00 AM on the first day of voting through 11:59 PM on the final day of voting. |
| Friday, April 24 by 4:30 PM | Receipts from campaign expenditures are due in the UC Administrative Office.       |
| Thursday, May 7 @ 5:15 PM | Introduction and seating of newly elected student members at the University Center Board of Directors meeting; location to be determined. |
| Thursday, September 10, 2020 | First UC Board of Directors Meeting of the 20/21 academic year.                 |

Candidates: Please take note of deadlines and mandatory procedures. Failure to comply may result in loss of election standing.
Please review the following documents and ensure they are submitted to the University Center Administrative Office via email to kmb273@humboldt.edu by 4:30 PM on March 30, 2020:

- [ ] Registration Form
- [ ] A copy of your unofficial transcript
- [ ] Candidate Statement Form
- [ ] Candidate Statement (500 words or fewer)
- [ ] Candidate Photo for voters guide
- [ ] Petition for Candidacy
  - Ensure your name is written on the form
  - Ensure at least 25 student signatures are provided with HSU ID# and their printed name

Other Deadlines:

- [ ] Attend Mandatory Candidate Meeting via Zoom on **April 1st at 5 PM**
- [ ] Receipts from campaign expenditure are due in the UC Administrative Office by **April 24 at 4:30 PM**
* ATTACH A COPY OF YOUR UNOFFICIAL HSU TRANSCRIPT TO THIS FORM AND RETURN WITH YOUR APPLICATION MATERIALS *

Your name as you want it to appear on the ballot:

_________________________  _______  ______________________
First Name                 MI (optional)   Last Name

Position sought:  University Center Student-at-Large Board Member

_________1-year term (May 2020 – May 2021)

_________2-year term (May 2020 – May 2022)

I have read and understand the “Bylaws of the Humboldt State University Center,” the “Minimum Academic Qualifications for Student Office Holders,” and other materials contained in the election application packet. Additionally, I understand that any violation may result in disqualification from sitting on the Board of Directors.

Signed: _________________________________

Date:  _________________________________

To verify the “Minimum Academic Qualifications for Student Office Holders,” the following information is required:

Legal Name: _________________________________
(Please print)

HSU Student ID #: _________________________________

* * * * *
Full Name: ____________________________________________________________________________

Local Address: _________________________________________________________________________

Phone #: ___________________________ HSU Student ID #: ________________________________

E-mail Address: __________________________ Class Level: _________________________________

Major(s): ______________________________ Minor(s): _________________________________

Expected Date of Graduation: _______________ Current GPA: ____________________________

A voter’s guide will be printed to give each University Center Student Board Member candidate an opportunity to state why they are interested and what experience they will bring to the Board.

The voter’s guide will have a short statement from the candidate along with a picture.

Please answer the following question in no more than 500 words; additional text will not be included in the voter’s guide.

**WHY SHOULD YOU BE ELECTED AS A STUDENT MEMBER OF THE UNIVERSITY CENTER BOARD OF DIRECTORS?**

While answering the question, keep in mind the following:

- Why are you interested in becoming a member of the University Center Board of Directors?
- What experience and perspectives would you bring to the Board?

**PLEASE READ THE GUIDELINES FOR WRITING YOUR CANDIDATE’S STATEMENT ON THE REVERSE SIDE OF THIS FORM.**

A MANDATORY candidates’ orientation meeting is scheduled for Wednesday, April 1, 2020, at 5:00 PM via Zoom. A picture for the voter’s guide will be taken after the meeting.
GUIDELINES FOR CANDIDATE STATEMENTS

A. **Statements over 500 words will be cut off—without editing—after the 500th word.** The purpose of the candidate statement is the same as the voter’s guide—to present information in the clearest and most streamlined manner possible so that it will be accessible to the most number of people. A word limit helps to achieve this goal. If your word count is over 500, (after subtracting two for your name), read back over your statement and ask yourself the following questions:

1. Was I as clear and to the point as possible?
2. Is there any redundancy?
3. Is there elaboration on a topic that might be more appropriate in a candidate’s forum, letter to the Lumberjack, poster, or personal conversation with fellow students on campus?

B. **The voter’s guide will publish your statement exactly as it was submitted (typos and all);** be sure to double-check the spelling, grammar, and format of your statement. The voter’s guide will make it clear that responsibility for proofing and content lay with each individual candidate; therefore, it is up to you to make yourself shine.

C. **E-mail your Application Packet kmb273@humboldt.edu.**

* * * * *
Student-at-Large Board Member
Petition for Candidacy
Elections 2020

Please note: Student signatures are verified; therefore, you are advised to obtain extra signatures in case any are declared invalid.

We, the undersigned, hereby nominate ____________________________
for a Student-at-Large position on the University Center Board of Directors.

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The University Posting Policies, including Housing & Residence halls, must be adhered to when posting campaign materials. All campaign materials must be removed within 24-hours after the close of the elections.

**Posting on Campus Bulletin Boards**

- Fliers must be stamped at the UC Information Counter.
- See attached Designated General Bulletin Boards list.
- Fliers can be posted for a maximum of two weeks.
- Posting in kiosks are not allowed.

**Posting in Housing & Residence Hall areas**

- Housing will post up to 100 fliers. The fliers must be stamped at the UC Information Counter, and then taken to the Housing Front Desk, which is located on the second floor of the Jolly Giant Commons.

**Posting with Stakes**

- Inquire with the Clubs Office, located in the University Center South Lounge, regarding posting with stakes and approved areas. There is an HSU Staking Permit that must be approved by the Clubs Office before staking can occur (provided is a copy of the permit for reference only). **PLEASE NOTE: The Permit must be submitted five days in advance if staking outside of the UC Quad and Library.**

**Other Posting Policies**

- Chalking is NOT allowed
- Posting on the banner boards is prohibited.

For additional information, please check with the Clubs & Activities Office, located in the University Center South Lounge, next to the Associated Students’ Offices.