

Candidate Application Packet Instructions/Overview

There are three (3) pieces of this Candidate Application Packet that you must turn in order to run for office and for your application to be considered complete:

1. Candidate Application/Filing Form (Pages 3-5)
2. Eligibility Check (Page 6)
3. Petition for Candidacy (automatically submitted upon submission of this packet)
 - The Election Code requires that this petition contain at least 50 signatures of registered UCLA undergraduate students accompanied by their correct Student ID number in order to be considered valid. The Elections Board **highly recommends** that you solicit at least 75 signatures as more than 20%+ of signatures are found to be invalid. If your petition is determined to have less than 100 valid signatures after submission, you will not be eligible to run. There is space for up to 200 signatures on the petition – please use it.

How to get your signature petition: You must request a signature petition from the Elections Board at this link:

<http://bit.ly/USAC21SignaturePetition>

After filling the Candidate Petition Request Form, the Elections Board will send you your petition submission link shortly with further instructions. You **may not** collect signatures through any other signature petition form other than the official petition provided by the Elections Board. All signatures collected through any other medium will be discarded by the Elections Board.

Filing Deadline: For Spring 2021 Elections, the Candidate Application Packet is due 11:59pm on Friday, March 12th. Note: We will not be accepting any late applications. 12:00am on Saturday, March 13th is considered late.

How to Submit: You must submit the candidate application at this link:

<http://bit.ly/USAC21CandidateApps>

Candidate packets submitted any other way, except as described above, will be discarded, per the discretion of the Chair. You are **not required** to turn in the signature petition along with the application packet: your signature petition will be locked and automatically submitted for signature validation when you submit your candidate application packet.

For Help: The Elections Board prefers that you come to office hours to have your questions answered, as we can provide a more thorough answer; however, if that is not possible, you can email us at electionboard@ucla.edu or call/leave a voicemail at 818-927-3340. The current chair has an email addiction, so he will likely get back to you within a few hours if the question is simple; sooner if you call.

Regular Office Hours for Winter Quarter* (Regular Office Hours are NOT held Week 10.)

Name	Position	Days and Times
Alfred Tun	Chair	Monday: 6:30-7:30pm Friday: 6-7pm While these are my official office hours, I am pretty much available on my phone at any time and I am pretty responsive on email if you want to ask any questions!
Mariah Lima	Vice Chair	Wednesday: 1-3pm
Caroline Halloran	Director of Marketing	Thursday: 2-3pm
Palmer Turnbull	Director of External Relations	Tuesday: 2-3pm
Ira Phatak	Director of Investigations	Friday: 10-11am
Piya Chaiprasit	Director of Finance	Monday: 10-11pm

*Office hours are subject to change if there are extenuating circumstances and without notice.

Special Office Hours will be held on Week 10, Friday (3/12/2021) from 10am-5pm.

Remind: This year, the Elections Board is using Remind to communicate deadlines and important information to candidates. It is required that you sign-up so that you can receive up to date information. To sign-up, text @usac2021 to the number 81010.

Social Media: Per the Election Code, the Elections Board is required to post certain updates on social media so it's highly recommended that you follow/like the Elections Board social media accounts. When you start campaigning, this will be required so we recommend you get it done now.

Contact Us:

email: electionboard@ucla.edu
phone: 818-927-3340
web: uclaelectionsboard.org
fb: @uclausaeboard
ig: @uclausaeboard
tw: @uclausaeboard
office: kerckhoff hall 519 mailbox: #49, 3rd floor Kerckhoff

Email and phone are the preferred methods of communication between the Elections Board and candidates.

Pop Quiz:

1. **When are completed candidate packets due?**
 - a. 11:59pm on Friday, March 12th
 - b. 11:59pm on Friday, March 12th
2. **How do you get your signature petition?**
 - a. <http://bit.ly/USAC21SignaturePetition>
 - b. <http://bit.ly/USAC21SignaturePetition>
3. **How do you turn in candidate packets?**
 - a. <http://bit.ly/USAC21CandidateApps>
 - b. <http://bit.ly/USAC21CandidateApps>

Answers: 1. A, B ; 2. A, B; 3. A, B

Candidate Application Packet
Candidate Application and Filing Form

Binding Contract

I, _____, (Full name, as it appears on University records), as evidenced by my signature, declare my intention to seek the office of _____ on the Undergraduate Students Association Council. My signature also affirms that I understand and agree to the following:

1. **My participation in the forthcoming election will be undertaken in accordance with and will be governed by:**
 - a. All applicable policies and University regulations.
 - b. The Undergraduate Students Association Constitution and its By-laws.
 - c. **The Undergraduate Students Association Election Code as interpreted and implemented by the Elections Board Chairperson.**
2. **I acknowledge that I may be disqualified from the election process upon severe infraction of the Election Code at the discretion of the Elections Board.**
3. I understand that I have the responsibility to be informed of my student status (as reflected on official University records) relative to all eligible criteria stated in the Election code pertaining to the specific office to which I am seeking candidacy.
4. I authorize the Office of the Dean of Students to confirm to the University appointed Advisor to the Elections Board, the members of the Elections Board, and the members of the Undergraduate Students Association Council whether each of my affirmative self-disclosed attestations provided within this application for candidacy is substantiated by or comports with University records.
5. I make this authorization freely and with the knowledge that the attestations and confirmations may be made available for the public copying and inspection (including campus media) about my eligibility for candidacy and I hereby waive whatever rights I may have to the confidential nature of the information provided by me or the Office of the Dean of Students.
6. I am responsible for showing support for my candidacy at the time I file this petition (as can be demonstrated by obtaining on the attached Petition for Candidacy) with the complete names (as they appear on University records) of UCLA registered and enrolled undergraduate students. I understand that the validity of the entries and information contained with the petition will be verified by the Office of the Dean of Students, according to standards determined by the

- Elections Board Chairperson. I further understand that should the Chairperson find these entries not valid; I may not be certified as a candidate in the forthcoming election.
7. I understand that I will be required to attend one of the mandatory Campaign Orientation Meetings. I understand that if I fail to attend the orientation and sign the attendance roster, I will not be certified as a candidate in the forthcoming election.
 8. I understand that I am responsible for all information contained within the Campaign Packet.
 9. I agree that if I wish to resign from the position for which I seek election, I shall do so in writing and include therein my reasons for such resignation. I understand that such a letter of resignation may be published unless otherwise indicated upon my request, and the President of the Undergraduate Student Association Council may refuse publication for personal reasons for the discharge in writing.
 10. If I am certified as a candidate, I wish to be identified on the ballot (in accordance with the Election Code) as follows:

Name to be printed on ballot: *Please note the my.UCLA ballot can only accommodate a max of 17 characters.* First Name/Nickname:

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Middle Name: *(leave blank if none or if you'd like to omit it from the ballot)*

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Last Name:

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I have read the preceding information and have made the required disclosures accurately and to the best of my knowledge. I agree to sections 1-10 above.

Applicant's name: _____

Application signature: _____

Date: _____

Candidate Application Packet
Eligibility Check

	Criterion	Applicant Attestation <i>(yes, no, or n/a)</i>	Office of the Dean
A	I am <u>currently registered</u> as an undergraduate student at UCLA.		
B	I am <u>currently enrolled</u> in at least four (4) quarter units.		
C	I have at least a 2.00 (“C”) cumulative grade point average at UCLA.		
D	I am not subject to any disciplinary sanctions, or terms of which would preclude my participation in University activities.		
E	I am seeking the Office of the President and have completed (passed with at least a “D-” or “P,” according to University standards) ninety-six (96) quarter units, twenty-four (24) of which have been in-residence at UCLA.		
F	I am seeking the Office of the Internal Vice-President and have completed (passed with at least a “D-” or “P,” according to University standards) seventy-two (72) quarter units, twelve (12) of which have been in-residence at UCLA.		

My responses about my eligibility are truthful. I understand that if any of the above information is found to be dishonest, I will be subject to disqualification as determined by the Elections Board and Dean of Students.

Applicant's name: _____

Applicant's signature: _____

Date: _____



Candidate Application Packet - Approvals

Candidate's name: _____
(as it appears on University records)

FOR THE OFFICE OF THE DEAN OF SUDENTS ONLY

I have reviewed the University Student Records regarding the above affirmative candidate disclosures.

Respectfully submitted by,

Name: _____

Signature: _____

Title: _____

Date: _____

Office: (Circle one)

1. President
2. Internal Vice President
3. External Vice President
4. General Representative
5. Academic Affairs Commissioner
6. Campus Events Commissioner
7. Community Service Commissioner
8. Cultural Affairs Commissioner
9. Facilities Commissioner
10. Financial Supports Commissioner
11. Student Wellness Commissioner
12. Transfer Student Representative
13. International Student Representative

FOR THE ELECTIONS BOARD ONLY

Winter Filling Deadline

Candidate Application and Filing Form

Eligibility Check

Petition for Candidacy

Date/Received by Stamp *Time /Signature*

<STAMP>

Final Check

Date/Received by Stamp *Time /Signature*

<STAMP>