

# ***ASB Election Guide 2010***

## **Important Upcoming Dates**

Thursday, March 4, 2010	Election Lunchfest around the Oak Tree
Tuesday, March 9, 2010	Mandatory meeting for all potential candidates during tutorial in the theater lecture hall (any student with the slightest interest in running must attend and sign in) – Election Packets will be distributed
Monday, March 15	Election Packets-including speeches are <b>due</b> in the SAC by 3:00 p.m (no exceptions; if desired, you may turn in your completed packet earlier) (Posters will be given to candidates)
Tuesday, March 16	Candidate Approval List with speech times posted in SAC
Monday, March 18	Speeches taped in Black Box during 3 <sup>rd</sup> and 5 <sup>th</sup> period (Candidates will get a note to be excused)
Monday, March 22-26	7:00 – 8:00 am: All candidates must receive poster/campaign material approval; <b>campaigning begins</b>
Wednesday, March 24	Student Forum Candidate Breakfast – <i>MANDATORY for all candidates</i>
Thursday/Friday, March 25,26	Election Speeches air and voting takes place in TA
Friday, March 26	All posters and campaign materials must be <b>removed</b> by 3:45 pm
Friday, April 2, 2010	<b>ASB Election Convention!!!</b> (Begins at promptly at 7:30 am); newly elected ASB members will be announced

## **ASB Positions and Description of Duties**

### ***Composition of the ASB Cabinet and Delineation of Duties***

- A. **The President** is an **elected position**, and he/she shall preside over and prepare the agenda for all Cabinet meetings, represent NHS students at all school and inter-school events, maintain clear and effective communication with Cabinet members, mediate conflicts among Cabinet members, assist the Vice-President in the planning and execution of elections and homecoming activities, assume any and all duties not performed by other ASB Cabinet members, maintain and pass on the ASB legacy, and act as a liaison between the administration and the students. The President shall also attend all of the Teacher Advisement (Student Forum) Representative meetings. The President must be a Senior with a minimum of one year of experience on the ASB Cabinet.
- B. **The Vice-President** is an **elected position** and he/she shall assume the office of the President in the case of the President's absence, resignation, or impeachment. The Vice-President shall be the chief coordinator of elections, homecoming activities, and shall assist the President with mediation among Cabinet members. The Vice-President shall also attend all of the Teacher Advisement (Student Forum) Representative meetings. The Vice-President must be a Senior with a minimum of one year of experience on the ASB Cabinet.
- C. **The Student Forum President** is an **elected position**, and he/she will oversee the TA Rep Program. This will include all meetings, setting the agenda, creating and updating the blackboard website, working with the class vice presidents within student forum to discuss and solve issues confronting each class level on campus. Would be responsible for the TA Rep email list and creating an effective publicity campaign to create awareness of Student Forum events and issues. They will also head up the Golden Touch award nominations. The student forum president must be a senior with a minimum of one year of experience on the ASB Cabinet TA Representative/Student Forum or class council experience.
- D. **The Spirit and Rally Commissioner** is an **elected position** and responsible for planning, organizing, and executing all of the student pep rallies, lunch fests, and student competitions on campus. He/she must also coordinate all motivational speakers.

- E. **The Boys' Athletics Commissioner** is an **elected position**. He/she shall be responsible for developing and sustaining programs to recognize athletes at NHS, with emphasis on the boys' athletic program. He/she will develop an athletics events calendar for the student body, communicate with coaches and captains so that they can inform the student body of athletics statistics through the announcements, and promote and attend a variety of home NHS athletics events with intent to increase student attendance at athletic events. He/she shall also work closely with the Spirit and Rally Commissioner to organize rallies that recognize sports teams.
- F. **The Girls' Athletics Commissioner** is an **elected position**. He/she shall be responsible for developing and sustaining programs to recognize athletes at NHS, with emphasis on the girls' athletic program. He/she will develop an athletics events calendar for the student body, communicate with coaches and captains so that they can inform the student body of athletics statistics through the announcements, and promote and attend a variety of home NHS athletics events with intent to increase student attendance at athletic events. He/she shall also work closely with the Spirit and Rally Commissioner to organize rallies that recognize sports teams.
- G. **Class Presidents** shall be **elected positions** and responsible for representing their class and Councils, planning and conducting council interviews, planning and conducting council meetings, organizing and orchestrating council involvement in homecoming activities and spirit rallies, and working as the liaison between the ASB cabinet and their council. Presidents must also work closely with their Council Advisors to uphold the NHS ASB Constitution as they plan, organize, and execute their representative NHS school dance.
- H. **Class Vice Presidents** shall be **elected positions** and responsible for representing their class and Councils, assuming the role as Class President in case of absence, resignation or impeachment, aiding the Class President with all designated duties (including Class Council elections, meetings, homecoming activities, class dance/event, etc.), serving as Class Representative in Student Forum (sit on the board), serve as member of the NHS Clubs committee, play an active role in Homecoming by serving on key committees (designated by the ASB cabinet) to supply input and continue legacy and traditions in forthcoming years, coordinating all pep rally involvement for Class Council, and collaborating with the ASB Community Representative to organize TA service projects.

### **Section 1: General Student Body Elections**

- A. Any member of the Student Body of Northwood High School, enrolled in the subsequent semester, who meets the IUSD standard for eligibility, may run for office provided that they follow the guidelines listed below:
- All elected and appointed candidates shall submit to the Election Committee a signed statement declaring their intent to run for office and a completed election packet by the assigned date.
  - All candidates who shall be placed on the ballot will be given the opportunity to speak before the entire Student Body.
  - All newly elected officers shall serve one term, lasting one school year.
  - No student shall hold more than one office in the student government simultaneously with the exception of Teacher Advisement Representative and Class Council.
- B. Any elected office, which is not filled for any reason, shall automatically become an appointed position. Eligible voters in the ASB election will be members of the Junior, Sophomore, and Freshman classes. Seniors will not vote. In class elections, each class shall vote only for the candidates on the ballot for their respective class. All other election procedures will be reviewed and revised on a yearly basis by the Election Committee with ASB Cabinet and administrative approval.

### **Section 2: Election Convention**

- A. **Round one: Popular Vote (taking place March 25 & 26th during TA)**
- If there are three or more candidates running for a position, one candidate must get the majority of the vote (meaning 50% plus one) to win this round. If no majority is reached, the candidates who move into the next round come in with a clean slate.
  - If there are two candidates, one candidate must get two-thirds of the vote in order to win the popular vote.
- B. **Round two: Incumbent Questions (taking place April 2 at Convention)**

- If there are three or more candidates in this round, one candidate must get the majority of the vote to win. If no majority is reached, the lowest candidate must be dropped and the other candidates proceed to the next round.
- If there are two candidates in this round, a majority will be reached and there is a winner for the round.
- In the case of a tie, neither candidate receives a point for the round.
- If any candidate has won both the first round and the second round, a winner is reached and the race for that position ends at this round.

**C. Round three: Delegate Questions**

- If there are still three or more candidates in this round, one candidate must get the majority vote to win. If no majority is reached, the top two candidates proceed to the next round.
- If there are two candidates in this round, a majority will be reached and there is a winner for this round.
- In the case of a tie, neither candidate receives a point for this round.
- If any candidate has won a round and wins this round as well, a winner is reached and the race for that position ends at this round.

**D. Round four: Vice President Questions**

- This round will always consist of two remaining candidates. A winner is usually guaranteed.
- A majority will almost always be reached and there is a winner for this round.
- If a candidate has won any other round along with this one, a winner is reached and the race for that position ends at this round.
- In the case of a tie, both candidates receive a point for this round.

**E. Round five: ASB Advisor/ Principal Questions**

- In round five, no abstentions are allowed from the delegates.
- A winner must be decided upon with a majority vote.
- The candidates who have won two rounds are the overall winners and the race ends with this round.

### **Section 3: Qualifications for Student Government**

***Enrollment***

Any officer of the Associated Student Body must be currently enrolled as a student at Northwood High School and must not have begun his/her ninth semester of high school.

***Eligibility***

All officers must have a GPA of at least 2.0 in the quarter prior to the election in order to be eligible for a position in Student Government. Officers must also be enrolled in at least twenty-five semester units of work, and have passed twenty semester units of work in the previous quarter in order to be eligible. All officers must be enrolled in at least 3 classes on campus, including ASB. If an officer's grade point average should fall below a 2.0, he/she shall be placed on probation for one grading period. If the officer has already used his/her probation and in the subsequent grading period they do not meet the minimum GPA standards listed above, he/she becomes ineligible for participation in student government for the remainder of the school term. Students may only use their probation period once during their high school career. Students enrolled in Student Government who are currently enrolled in less than twenty-five semester units or who do not pass at least four classes the previous quarter, become immediately ineligible without provision for a probationary period.

***Leadership Class***

All members of the ASB Cabinet must enroll in the Leadership Class and will be required to attend regularly.

### **Section 4: Student Body Elections**

***Election Committee***

The Election Committee shall be selected by the incumbent President, Vice-President, and the Activities Director. They shall be in charge of all Student Body and Class Elections. No persons involved with any candidate's campaign may serve on the Election Committee.

## ***General Guidelines***

A. Any member of the Student Body of Northwood High School, enrolled in the subsequent semester, who meets the IUSD standard for eligibility, may run for office provided that they follow the guidelines listed below:

- All elected and appointed candidates shall submit to the Election Committee a signed statement declaring their intention to run for office and a completed election packet by the assigned date (**March 19**)
- All candidates who shall be placed on the ballot will be given the opportunity to speak before an assembly of the entire Student Body.
- All newly elected officers shall serve one term, lasting one school year.
- No student shall hold more than one office in the student government simultaneously with the exception of Teacher Advisement Representative and Class Council.

In conjunction with the popular vote, all eligible candidates will also be participating in the **ASB Election Convention** held on **April 2, 2010**. See *Section 2* for more information on the convention process.

## ***Campaigning Guidelines***

1. Candidates must complete the election packet and receive approval by the Activities Director before they hang posters.
2. Candidate must complete a candidate profile (one one-sided page maximum), which will be posted in the Election Kiosk for others to see.
3. Each candidate may hang a maximum of four posters **GIVEN BY SAC** (you are allowed to paste them together cut them smaller, etc.) (Any posters placed on painted surfaces will be destroyed, and the candidate will lose their right to hang posters.)
4. All posters must be pre-approved by the Activities Director.
5. Candidates may not distribute ANY GIVEAWAYS
6. No **NOISE MAKERS** of any kind can be distributed to students; no gum can be distributed. **NO CAMPAIGN MATERIALS** (Including campaign t-shirts, necklaces, bracelets or other propaganda) may be distributed to students (immediate disqualification will result)
7. Candidates are responsible for the clean-up of **all** campaign related materials or the candidate may face disqualification.
8. All Campaigning must transpire on Northwood High campus between specified dates. Any campaign materials surfacing after specified dates or at the election convention, the candidate faces immediate disqualification.
9. Candidates will not use Blackboard accounts or ANY IUSD related online or electronic resources to campaign in any way. Consequences are immediate removal from the campaign and loss of eligibility in future elections.
10. **\*\*\*NO PROFANITY OR SLANDER WILL BE ALLOWED IN ANY TYPE OF CAMPAIGNING THIS MAY INCLUDE SOCIAL NETWORKING SITES.\*\*\* Social networking done at your own risk!**

## ***Candidate Speeches***

1. Speeches have a **30-45 second** time limit. (All candidates will receive the same amount of time to deliver their speeches.)
2. Speeches must be typed by the student, turned in and pre-approved by the Activities Director with their Election Packet by **March 15, 2010**.
3. Candidates **may not** incorporate any other students and/or music into their speeches.
4. Speeches will be filmed in the Black Box Theater on Tuesday, March 18, 2010 during 3<sup>rd</sup> and 5<sup>th</sup> period. Students will be called from class for 5 minutes.
5. Memorize your speech or write it on note cards before you filming (a teleprompter will not be available).
6. You will receive more information regarding the filming of your speeches when your speech is approved. (e.g. we will ask candidates not to wear blue clothing if a blue screen is used while filming.)

***Thank You for your interest in ASB. Good Luck!***

# ASB CABINET CANDIDATE APPLICATION

## 2010 ELECTIONS

Candidate's Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**\*\*On a separate sheet,  
please include class schedule\*\***

Place a check next to the position for which you intend to run:

- |  |   |
|--|---|
| <input type="checkbox"/> ASB President                     | <input type="checkbox"/> Senior Class President         |
| <input type="checkbox"/> ASB Vice-President                | <input type="checkbox"/> Senior Class Vice President    |
| <input type="checkbox"/> ASB Student Forum President       | <input type="checkbox"/> Junior Class President         |
| <input type="checkbox"/> ASB Spirit and Rally Commissioner | <input type="checkbox"/> Junior Class Vice President    |
| <input type="checkbox"/> ASB Boys' Athletic Commissioner   | <input type="checkbox"/> Sophomore Class President      |
| <input type="checkbox"/> ASB Girls' Athletic Commissioner  | <input type="checkbox"/> Sophomore Class Vice President |

*Candidate Profile – Please respond to the following questions on a separate piece of paper (one-sided page Maximum). All responses must be typed. Handwritten profiles will not be accepted. Your Candidate Profile will be posted on the Election Kiosk prior to the popular vote and distributed to all Election Convention delegates.*

Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Position(s): \_\_\_\_\_

What ideas do you bring to this position(s)? \_\_\_\_\_

Qualifications: \_\_\_\_\_

Describe the importance of ASB on the Northwood High campus and in student life: \_\_\_\_\_

Definitions of Northwood High School Core Values (Respond in one to two sentences for each)

- Honesty
- Mutual Respect
- Compassion
- Collaboration

*I understand the election guidelines, the curricular and extra-curricular expectations involved in student government. I agree to adhere to the rules, and if I'm elected, I will commit myself to fulfilling my leadership duties (including the enrollment in the "Leadership" course). I also verify that my GPA, my previous year in school, was a minimum of a 2.0.*

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

*My child explained to me the election guidelines, the curricular and extra-curricular expectations involved in student government. I understand the election process and I support my student's involvement in Leadership.*

Parent Signature: \_\_\_\_\_

**Please attach a typed copy of your 30-45 second speech to your application.**