

## TJHSST Student Government Association Spring 2008 Class Elections

Thank you for your interest in running for office in class government for the 2008-2009 school year. Student government is a great opportunity to help your classmates by organizing class events, getting your voice heard on school policies, developing strong leadership skills, and getting to know your school on a personal level. Before running for office, please keep in mind that by running for office you are making a public declaration that you are committed to working for your fellow students. You should run only if you are willing and able to make this very serious and time-consuming commitment. Class officers are expected to attend a number of 8<sup>th</sup> period meetings and other activities. Please think seriously about whether or not this is a commitment you can make.

### Class Offices

SGA Senator  
President  
Vice President\*  
Secretary  
Treasurer  
Co-Historian

\*Students may *not* run for the office of Vice President. The presidential candidate with the second highest number of votes becomes Vice President.

Please refer to the attached list of job descriptions that may be revised through Constitutional revision, by advisers, or by students through democratic means.

### Eligibility Requirements

In order to be considered eligible to run for office, students must meet all of the following requirements by the deadlines established.

- Attend **one** of the mandatory interest meetings.
- Write a one-page typed essay detailing your qualifications, interests, and goals relevant to the position for which you are running.
- Have at least 20 students read your essay and sign your petition. **Constituents may sign more than one petition per office.**
- Obtain your parents' permission to run. Have a parent/guardian sign the attached permission form.
- Candidates must be passing six of their classes in order to run. Have each of your teachers sign the attached academic eligibility form.
- Carefully read and then sign the attached candidate's responsibility form.
- Write and deliver a one-minute campaign speech.

Candidates may also do the following:

- Wear a single campaign button.
- Obtain additional petition signatures.
- Make **ONE** campaign flyer (put up by the SGA).

### Essay and Petition

Each candidate will write a one-page essay describing his/her qualifications, interests, and goals relevant to the position for which he/she is running. This essay must be typed and attached to the front of his/her petition. Candidates should ask students to read their essays before signing their petitions. Candidates for class office must have 20 students from their class sign their petitions. Failure to obtain 20 legitimate signatures may

result in disqualification of the candidate. **The essay and petition are due by 12:00 p.m. on Tuesday, May 27th to Ms. Schoeplein in Room 210.**

### Required Forms

Obtain all required signatures from a parent or guardian and your teachers for the forms attached in this packet. Think seriously about your responsibilities as a leader and a role model. **Turn in the Academic Eligibility Form, Parental Permissions Form, and Acceptance of Responsibilities (along with the essay and petition) to Ms. Schoeplein in room 210 by 12:00 p.m., noon, on Tuesday, May 27th.**

### Speeches

Each candidate must prepare a one-minute speech describing his/her qualifications, interests, and goals relevant to the position for which he/she is running. **The full text of the speech must be submitted to Ms. Schoeplein for approval by 12:00 p.m., on Tuesday, May 27th.** Any props or other delivery techniques must be described in writing. If the speech is not approved the candidate will be notified via email the night of Tuesday, May 27th, and the speeches must be returned with corrections Wednesday, May 28<sup>th</sup>.

Candidates **may not incorporate any planned audience participation** during the speech and must adhere to the time limit. Underclassmen speeches are to be delivered in the lecture hall and gym I during TA on **Monday, June 2<sup>nd</sup>**. Deviation from the approved speech is grounds for disqualification of the candidate.

### Buttons

Each candidate may create and wear a single campaign button that does not exceed 10 cm in size.

### Flyers

Candidates who wish to have a flyer put up must **submit their flyer to Ms. Schoeplein in room 210 by Tuesday, May 27th. All flyers will be posted in one location in the respective classes lounges for display, much like a wall of flyers. SGA will also create a large banner announcing the candidates.**

- Flyers must adhere to the following guidelines and be approved by the SGA. Flyers not approved will be returned to the candidates as soon as possible for revision.
- Flyers *may not* be larger than 8.5 by 11 inches.
- Flyers *may not* extend more than 5 cm from the surface of the wall.
- Flyers *may not* contain any electronics or automated parts.
- Flyers must clearly indicate the candidate's name and the office for which he/she is running.
- It is recommended that Flyers include information pertaining to the candidate's qualifications, interests, and goals.
- Flyers *may* include a photograph of the candidate.
- Any changes made to Flyers after approval is grounds for disqualification.

### Other Campaigning

**NO OTHER FORMS of campaigning are permitted!** This includes, but is not limited to, additional buttons or posters, pins, banners, food, stickers, T-shirts, pamphlets, e-mail, active online soliciting for votes, etc. ANY DEVIATION from this rule is grounds for disqualification.

### Elections

**Voting will be conducted on the Intranet beginning Monday, June 2<sup>nd</sup> 4m and concluding Friday, June 6<sup>h</sup> at 12:30pm.** Students will vote according to the *approval voting* method. Approval voting is when the constituency votes for all candidates they approve of, so the voter can vote as many times as there are candidates. The voter only has a single vote, so if the student votes for more than one candidate in a position category, that single vote will be split evenly among the approved candidates. Candidates will be notified of the election results on Friday, June 6th during A-Block in room 210. Those who do not win are strongly encouraged to stay involved in class and SGA activities.

**TJHSST Student Government Association  
Spring 2008 Elections  
Calendar**

Mon 5/19  
Wed 5/21 lunch & A-Block  
Fri 5/23 lunch & A-Block

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Mandatory Interest Meetings—see calendar for times (candidates must attend one)

Tues 5/27

Candidacy becomes official. Signed Petition Form with Essay, all forms (Acceptance of Responsibilities, Academic Eligibility, Parental Permission, Speeches, and flyer (optional) due by 12:00 PM in Room 210.

Mon 6/2  
Mon-Fri 6/2-6/6  
Fri 6/6

Underclassmen speeches delivered live in the Auditorium, Cafeteria, and Gym I during TA

**Elections on the Intranet, Major campaigning week**

Election Results announced to candidates in rm 210 during A-Block

## MAY

Monday	Tuesday	Wednesday	Thursday	Friday
12	13	14	15	16
19 <b>Interest Mtg at lunch</b>	20	21 <b>Interest Mtg Lunch/A-block</b>	22	23 <b>Interest Mtg Lunch/A-block</b>
26 Memorial Day	27 <b>Election Packets due</b>	28 <b>Disqualified Speeches returned via email</b>	29	30 <b>J-Day!</b>

## JUNE

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
<b>VOTING &amp; CAMPAIGNING</b>  Speeches delivered live or aired in TA, Voting Begins 4 pm				<b>Voting Ends 12:30pm Winners announced A-Block in Room 210</b>

## **TJHSST Student Government Association Job Descriptions (Article 7, Section 1-6)**

### Article 7. Duties of Class Officers

- Section 1     **Class President** will
- A     serve as a leader of class,
  - B     prepare agendas for and preside over class meetings,
  - C     assign tasks to committees and individuals,
  - D     represent class to faculty, administration, and the larger community,
  - E     assure all work is completed on time,
  - F     cast a vote only in the even of a tie in class meetings, and
  - G     attend all class meetings, and SGA general meetings and events unless prior approval from class sponsor is obtained.
- Section 2     **Class Vice President** will
- A     act on behalf of the President when he/she is not available,
  - B     attend committee meetings when possible and keeps other officers informed of the progress of each committee,
  - C     cast a voted only in the event of a tie if the president is absent, and
  - D     attend all class meetings and events unless prior approval from the class sponsor is obtained.
- Section 3     **Class Secretary** will
- A     keep a written record of all meetings in the from of minutes,
  - B     ensure that meetings, activities, and events are publicized adequately,
  - C     keep an attendance record of all meetings, and
  - D     attend all class meetings and events unless prior approval from the class sponsor is obtained.
- Section 4     **Class Treasurer** will
- A     keep accurate and complete records of money received and spent,
  - B     make recommendations concerning amounts of money to be spent,
  - C     give clear and simple treasury reports,
  - D     submit purchase orders according to regulations,
  - E     coordinate fund raisers for class, and
  - F     attend all class meetings and events unless prior approval from the class sponsor is obtained.
- Section 5     **Class Historians (2)** will
- A     gather important information about class activities and submit it to *TJ Today*, local newspapers, yearbook, and other publications.
  - B     take photographs of class activities whenever possible,
  - C     help keep the members of his/her class informed of events, meeting and activities,
  - D     maintain class bulletin board,
  - E     keep written and pictorial records of class events and activities in scrapbook form,
  - F     report on and share scrapbook periodically,
  - G     complete the scrapbook by end of each school year, and
  - H     attend all class meetings and events unless prior approval from the class sponsor is obtained.
- Section 6     **Class/SGA Senator** will
- A     act as a liaison between SGA Officers and class officers/class council,
  - B     attend all class and SGA meetings and events unless prior approval from the class sponsor or the SGA Adviser is obtained, and
  - C     in case of a conflict attend class meetings instead of SGA meetings with the exception of Executive Council meetings.

\_\_\_\_\_ 's Petition for the office of \_\_\_\_\_

By signing below, I certify that I have read and understood the candidate's essay. I know that I may sign more than one person's petition for a given office.

Printed Name	Signature
1	
2	
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20	

More signatures may be obtained on the back of this form or on another form (but are not required).  
**DUE: 12:00 p.m., on Tuesday, May 27th to Ms. Schoepfle in RM 210.**

**TJHSST Student Government Association  
Academic Eligibility Form**

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

Desired Office: \_\_\_\_\_ Class: \_\_\_\_\_

Students must be passing six subjects in order to run/apply for student government office.

TEACHERS: Please indicate below whether the student is currently passing your class and whether he/she is likely to pass for the year. Thank you.

Period	Subject	Current Grade		Expected Final Grade		Teacher's Signature
		Pass	Fail	Pass	Fail	
1						
2						
3						
4						
5						
6						
7						

***DUE: 12:00 p.m., on Tuesday, May 27th to Ms. Schoepfle in RM 210.***

**TJHSST Student Government Association  
Parent/Guardian Permission Form**

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

Desired Office: \_\_\_\_\_ Class: \_\_\_\_\_

Dear Parent/Guardian,

Your son/daughter has shown an interest in applying for a position in our Student Government Association but must have your permission.

The SGA is composed of students whose primary role is to organize, plan, and coordinate special school-student activities.

The SGA builds character and develops leadership, confidence, responsibility, organization, and teamwork but most of this takes a student's time, energy, and willingness to work. There will be times when the student needs to be at school before and after classes. It is a time-consuming but rewarding experience.

You are signing only a permission slip. The student must be elected. Parents have the right to know about the challenge that is involved once a student is elected. You must decide whether your son/daughter has the time available to serve the school and fellow students.

Sincerely,

Melissa Schoeplein  
Student Government Adviser

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I give permission for \_\_\_\_\_ to participate in the activities described above and understand the responsibilities that are related to the position for which my child is applying.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

***DUE: 12:00 p.m., on Tuesday, May 27th to Ms. Schoeplein in RM 210.***

**TJHSST Student Government Association  
Candidate/Applicant's Acceptance of Responsibilities**

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

Desired Office: \_\_\_\_\_ Class: \_\_\_\_\_

Email: \_\_\_\_\_

I have read and understand the eligibility requirements for running/applying for office.

Seniors running/applying for offices other than SAC Representative or Committee Chair ONLY: I do not intend to participate in mentorship and I understand that I may not hold office AND participate in mentorship.

I have read and understand the requirements of the position I would like to hold and feel that I can successfully fulfill these requirements.

In acceptance of my role as a student leader, I intend to model appropriate behavior at all times.

I understand that should any of the following occur I may be put on probation by my adviser.

- ◆ Any of my quarter grades fall below a C
- ◆ My attendance at meetings and activities falls below 75%
- ◆ I am not performing my duties
- ◆ I am not behaving as leader and role model for other students
- ◆ I am suspended from school
- ◆ I use/abuse illegal drugs, alcohol, or tobacco.

I understand that probation will last no more than one quarter and may mean anything from simply being on probation to having responsibilities limited or taken away, as determined by my adviser.

I understand that if my grades, attendance, performance, or behavior does not improve by the end of the probationary period, I may be removed from my position by my adviser.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate/Applicant

***DUE: 12:00 p.m., on Tuesday, May 27th to Ms. Schoepfle in RM 210.***