

# 2012 Election Information *Let's see your school on the ballot!*

## Filing Deadline: **March 9**

Dear NCASC Member School:

Salutations! We hope that your school year has been a good one. It is now time to begin thinking about next year and electing new state and district officers, just as you will be electing new leadership at your school for **2012-2013**. This is an opportunity for your school to step forward and be a player on the district and/or state level. In March we will elect a brand new set of officers. If you believe that your school is qualified and you have the desire to take on the privilege and responsibility of any of the following positions, we would love for you to run for an office. Being an elected member is truly honorable and is one of the best ways to both give and receive the maximum out of the student council experience. The jobs will not be easy, but the experience you will gain from this will change both you and your home council forever. Why not take a chance? You never know what you can do until you try!

**Please read the following officer job descriptions carefully.**

If you have questions, email **Josh Wall at [josh.wall@ucps.k12.nc.us](mailto:josh.wall@ucps.k12.nc.us)**

### **NCASC President – Elect School** *(A two-year term designed to help with advance convention planning)*

- a. preside at meetings of the Executive Board in the absence of the President school
- b. assist the President School to plan the annual state convention
- c. coordinate, facilitate, and conduct state and district officer school elections in accordance with the constitution and by-laws
- d. conduct outreach activities and recruit non-member schools as approved by the Executive Board
- e. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- f. assume the office of President at the conclusion of the school's term as President-Elect.  
*i.e., host the annual state convention (Spring 2014)*
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

### **NCASC First Vice President School**

- a. coordinate and facilitate the association's **recognition and awards programs**
- b. serve as the association's parliamentarian
- c. coordinate, facilitate, and/or implement **special projects or initiatives** approved by the Executive Board
- d. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- e. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

### **NCASC Second Vice President School**

- a. represent the interests of middle schools within and on behalf of the association
- b. plan, facilitate, and/or **implement events designed for middle school councils** as approved by the Executive Board
- c. assist the President School to plan middle school sessions at the state convention
- d. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- e. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

### **NCASC Secretary School**

- a. compile and keep the minutes of Executive Board meetings
- b. maintain and distribute contact information for members of the Executive Board
- c. provide directions, notices, and the agenda of meetings to Executive Board members
- d. collect and provide officer school articles, all minutes, and summary reports for the state workshop and convention to the Executive Director when requested
- e. maintain and distribute association documents, member handbook and other information as requested by the Executive Board or Executive Director
- f. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- g. send a delegation, which shall include the executive board representative, to the summer workshop after the school's election as an officer and to the state convention at the conclusion of the school's term of office.

## District Chair

*(We'll elect one for each district – Western, Central, & Eastern)*

- a. preside at all district committee meetings
- b. plan and host a fall conference at district chairman's school**
- c. attend all meetings of the state Executive Board, the summer workshop, the state convention, and if feasible, the national conference
- d. send to the district director after the fall conference a financial statement, excess funds, and the delegate assessment as prescribed in the by-laws
- e. assist the vice chairmen to promote association membership, events, and activities in the district
- f. determine the frequency and logistics of district committee meetings with the approval of the District Director
- g. perform any other duties requested by the Executive Board or District Director

## District High School Vice Chair *(We'll elect one for each district – Western, Central, & Eastern)*

- a. preside at district meetings in the absence of the chairman school
- b. attend all district meetings, all meetings of the state board, the summer workshop, and the state convention.
- c. assist in planning the district fall conference
- d. promote association membership
- e. promote events and activities among high schools in the district**
- f. perform any other duties assigned by the chairman school or District Director

## District Middle School Vice Chair *(We'll elect one for each district – Western, Central, & Eastern)*

- a. attend all district meetings, all meetings of the state board, the summer workshop, and the state convention.
- b. assist in planning the fall conference
- c. represent the interests of middle schools on the district committee
- d. promote association membership
- e. promote events and activities among middle schools in the district**
- f. perform any other duties assigned by the chairman school or District Director

### ***Please note the adviser's role, should the school be elected as a state officer school or district chair:***

The advisers of state officer schools and the district chairman schools shall be members of the Executive Board. It shall be the expectation of these advisers to attend all meetings, workshops, and conventions with the student representative; to secure the necessary support from the school in whatever form that may be necessary in order to fulfill the duties of the office to which the school has been elected; and to provide support and guidance to the student representing the school on an association board or committee.

**There are some specific qualifications** for the student who will represent the school if elected to these positions:

*President – Elect, Second Vice President, and the District Middle School Vice Chair*

They concern previous experience of the student for President and President – Elect.

They ensure that the student representing middle schools will be enrolled in a middle school during the entire term of office.

These special qualifications are noted on the Candidate Filing Form.

We look forward to receiving your school's filing form! It will be a good experience!

**Only member schools (have paid 2011-12 dues by March 9) may file for office.**

If you have not renewed for 2011-2012, your school must pay dues before or at the convention in order to vote. Delegations must be present when the voting occurs (early voting is not allowed).

Send dues of \$95.00 payable to NCASC to: Elliott Mathis, Asst. Executive Director  
P.O. Box 379  
Granite Quarry, NC 28072

Membership form is on the website: [www.ncasc.us](http://www.ncasc.us)

# Election Guidelines for the 2012 NCASC State Convention

**Read very carefully and ask if you have any questions!**

1. Candidates must present themselves and their school to convention delegates at a general session as follows:

	<b>Live Speech</b> <i>Suggested 2 minute minimum</i>	<b>Total Presentation*</b> Speech, including the Multimedia element shall <u>not exceed</u> :
NCASC President-Elect	Required	7 minutes <b>Multimedia required</b>
NCASC 1 <sup>st</sup> Vice President	Required	7 minutes <i>Multimedia optional</i>
NCASC 2 <sup>nd</sup> Vice President	Required	7 minutes <i>Multimedia optional</i>
NCASC Secretary	Required	7 minutes <i>Multimedia optional</i>
District Chairperson	Required	7 minutes <b>Multimedia required</b>
District High School Vice Chair	Required	7 minutes <i>Multimedia optional</i>
District Middle School Vice Chair	Required	7 minutes <i>Multimedia optional</i>

*\*To clarify, the total time of the presentation shall not exceed 7 minutes. This includes both the live speech and the multimedia presentation.*

President-Elect and District Chair candidate schools must have two elements in their presentation --- a live speech presented by the student who will serve on the Board if the school is elected AND a multimedia presentation (suggested components are listed below). The allotted total time shall not exceed 7 minutes. Example: If the live speech takes 3 minutes, the multimedia presentation can not exceed 4 minutes. It is the responsibility of the President-Elect and District Chair candidate schools to prepare, rehearse, and deliver this two-part presentation within these guidelines.

If candidate schools other than President-Elect and District Chair choose to include a multimedia element in their presentation, they must also follow the above guideline.

The elections committee will have a system (to be explained at the candidate meeting) to indicate time-remaining and time-expired for both state and district presentations. In the spirit of equity and fairness, candidate schools are expected to adhere to the time limitations.

The candidate and his/her student council are expected to create a presentation that illustrates why their school can best fulfill the responsibilities of the office for which they have chosen to run. It is recommended that each candidate show an overview of the different aspects of their school that qualify them for the office as well as speaking about their personal qualifications as a candidate. Humor is acceptable, but the presentation should be a serious and formal matter. The multimedia presentation (video, PowerPoint, etc.) and speech must be viewed and approved by the school's adviser prior to presentation at the convention. An adviser approval form (sample in the elections information) must be completed at the Candidate's meeting. The following equipment will be available: a computer with PowerPoint; LCD projector; CD/DVD player; large screen; and a sound system. If your multimedia format requires special equipment or software, bring it with you to eliminate compatibility issues. A student from the candidate school must be backstage to provide technical direction for the production staff. The multimedia presentation must be "show-ready" before you arrive at the convention.

- Candidates for state offices will be assigned a time to appear before each of the three districts to answer questions about their qualifications and candidacy. Candidates for district offices will only appear in their district. Two other students from the candidate's school may accompany and assist the candidate in answering questions. The amount of time for each candidate to answer questions will be announced at the candidate meeting at the convention.
- Campaign paraphernalia cannot be distributed during the Convention (buttons, stickers, candy, etc.), i.e., "No evidence."
- Only four posters may be displayed at the Convention and only in the designated areas. Posters cannot be displayed until after the Candidates meeting.
- The candidate's adviser designated on the application **must be in attendance** at the candidate's meeting; the general session when speeches and presentations are made; and at the district caucuses during the question/answer period(s). A disqualification of the candidate school may result if this requirement is not met.
- There will be a required meeting of all candidates and their advisers on **Saturday, March 24 at 1:00 pm.**

If you have any questions prior to the convention, email [josh.wall@ucps.k12.nc.us](mailto:josh.wall@ucps.k12.nc.us).

We encourage you to better yourself and your school through this opportunity. Thank you and we look forward to seeing you on the ballot in March!

To file for office, a school must submit two documents:

- 1 the **Official Filing Form**, and *Complete and send by deadline*
- 2 the **Candidate School Filing Statement Form** *Complete and send by deadline*

Both forms must be completed and **postmarked by Friday – March 9** and sent to:

**Josh Wall/ Hannah Hoang Sun Valley High School 5211 Old Charlotte Highway, Monroe, NC 28110**

# Official Filing Form

# North Carolina Association of Student Councils State Offices – 2012-2013 Term

Office the school is seeking (**circle one**)

President – Elect

President – Elect, & Second Vice President have some specific qualifications that must be met. Please provide the information requested.

President – Elect must have previously attended a state convention.  
Attended convention at \_\_\_\_\_ Year \_\_\_\_\_

First Vice President

Secretary

Second Vice President

Will student be in this middle school in 2012-2013?  
Yes No If no, this student *cannot* be a candidate.

### Please Print or Type

Candidate School \_\_\_\_\_

School Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

School Telephone (\_\_\_\_\_) \_\_\_\_\_ School Fax (\_\_\_\_\_) \_\_\_\_\_

Candidate School Adviser Name \_\_\_\_\_

Adviser Home Phone (\_\_\_\_\_) \_\_\_\_\_

Adviser Email \_\_\_\_\_

**Important Notice:** To provide consistency on the Executive Board, the school **MUST** designate **ONE** and only one student as the school's official representative who, along with the school adviser, will attend all Executive Board meetings and will be listed as the representative of record.

Student Representative \_\_\_\_\_ Current Grade \_\_\_\_\_

Email (and/or home telephone) \_\_\_\_\_

**Before completing the section below, please ensure that your council has read and understands the Elections Guidelines.**

*We have read and do understand the regulations involved in running for office in the North Carolina Association of Student Councils. If our school is elected, we will be able to fulfill all expected duties of the office indicated in this packet and in the constitution and the designated student representative and the adviser will attend all NCASC Board meetings.*

*Signatures below indicate Approval of the School Student Council's candidacy and designated student representative:*

Student Council President's Signature \_\_\_\_\_

Adviser's Signature of Approval \_\_\_\_\_

Principal's Signature of Approval \_\_\_\_\_

A majority of the school's Student Council approved this candidacy: Yes No

This form and the Candidate School Filing Statement must be **postmarked by Friday – March 9** and mailed to, **Josh Wall/ Hannah Hoang Sun Valley High School 5211 Old Charlotte Highway Monroe, NC 28110**

# Official Filing Form

# North Carolina Association of Student Councils District Offices – 2012-2013 Term

Circle your district (list on next page):

Western

Central

Eastern

Office the school is seeking (**circle one**):

District Chair and Middle School Vice Chair have some specific qualifications that must be met.

Please provide the information requested.

District Chair Must have previously attended a district, state, or national SC event.  
Event \_\_\_\_\_ Year \_\_\_\_\_

High School Vice Chair

Middle School Vice Chair Will student be in this middle school in 2012-2013?  
Yes No If no, this student cannot be a candidate.

### Please Print or Type

Candidate School \_\_\_\_\_

School Address \_\_\_\_\_  
Mailing Address City Zip Code

School Telephone (\_\_\_\_) \_\_\_\_\_ School Fax (\_\_\_\_) \_\_\_\_\_

Candidate School Adviser Name \_\_\_\_\_

Adviser Home Phone (\_\_\_\_) \_\_\_\_\_

Adviser Email \_\_\_\_\_

**Important Notice:** To provide consistency on the Executive Board, the school MUST designate ONE student as the school's official representative who, along with the school adviser, will attend all meetings and events at which attendance and participation is expected and will be listed as the representative of record.

Student Representative \_\_\_\_\_ Current Grade \_\_\_\_\_

Email (and/or home telephone) \_\_\_\_\_

**Before completing the section below, please ensure that your council has read and understands the Elections Guidelines.**

*We have read and do understand the regulations involved in running for office in the North Carolina Association of Student Councils. If our school is elected, we will be able to fulfill all expected duties of the office indicated in this packet and in the constitution and the designated student representative and the adviser will attend all meetings and events at which attendance and participated is expected.*

*Signatures below indicate Approval of the School Student Council's candidacy and designated student representative:*

Student Council President's Signature \_\_\_\_\_

Adviser's Signature of Approval \_\_\_\_\_

Principal's Signature of Approval \_\_\_\_\_

A majority of the school's Student Council approved this candidacy: Yes No

This form and the Candidate School Filing Statement must be **postmarked by Friday – March 9** and mailed to, **Josh Wall/ Hannah Hoang Sun Valley High School 5211 Old Charlotte Highway Monroe, NC 28110**

# North Carolina Association of Student Councils

## Districts

The boundaries of the state districts as of January 1, 2005 shall be as follows.

Student delegates to the NCASC state convention shall be eligible to participate, as provided in the Bylaws, in the election of the District Chairperson, High School Vice Chairperson, and Middle School Vice Chairperson for the district in which their school is located.

### ***Eastern District counties (37)***

Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Greene, Halifax, Hertford, Hyde, Johnston, Jones, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, Warren, Washington, Wayne, Wilson.

### ***Central District counties (28)***

Alamance, Anson, Caswell, Chatham, Cumberland, Davidson, Davie, Durham, Forsyth, Granville, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Robeson, Rockingham, Scotland, Stanly, Stokes, Wake, Warren, Vance.

### ***Western District counties (35)***

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lincoln, Macon, Madison, Mecklenburg, Mitchell, McDowell, Polk, Rowan, Rutherford, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey.

# Candidate School Filing Statement

**Candidate School** \_\_\_\_\_

**Representative** \_\_\_\_\_

**Office** \_\_\_\_\_

*This statement will be reproduced and distributed to convention delegates at the District Caucus when the Candidate School Representatives will answer questions about the school's candidacy. Your responses must be completed in the space provided below (only one page per candidate school will be reproduced). Hand-written responses may not reproduce well.*

1. How does your school plan to fulfill the responsibilities of this position?

2. What are your Student Council's qualifications for this position?

3. Why did your Student Council decide to be a candidate for this position?

4. What are your Student Council's goals as a NCASC state or district officer school?

This form and the Candidate School Filing Statement must be **postmarked by Friday – March 9** and mailed to, **Josh Wall/ Hannah Hoang Sun Valley High School 5211 Old Charlotte Highway Monroe, NC 28110**

# Adviser Approval Form

Complete a form for each office if the school has filed for a district and a state office.  
**Forms will be available and can be completed at the Candidate Meeting.**

This form must be turned in  
at the Candidate Meeting on **Saturday, March 24, 2012.**

Office:  President – Elect  
 First Vice President  
 Second Vice President  
 Secretary  
 District Chairperson                      Western                      Central                      Eastern  
 District High School Vice Chairperson                      Western                      Central                      Eastern  
 District Middle School Vice Chairperson                      Western                      Central                      Eastern

I, \_\_\_\_\_ (name), the Student Council adviser of  
\_\_\_\_\_ (school name):

\_\_\_\_\_ have read and/or heard our candidate's speech to be presented at the convention. The speech is appropriate for a middle/high school audience and does not include offensive content.

(check if multimedia presentation is required for the office) \_\_\_\_\_ have seen and approved our school's multimedia presentation to be shown at the convention. The presentation is appropriate for a middle/high school audience and does not include offensive content.

I assume responsibility for the speech and multimedia presentation (if applicable) and realize that it will reflect on me as the adviser and our school.

Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Note to the Adviser:

Please be aware of your students' campaigning plans. Current Officer School Representatives should NOT be campaigning for any school (their own or others) unless their school has filed to run for an office. If the current host school is running for office again, it is the host school adviser's responsibility to make sure his/her students follow campaign ethics at the convention as well as in host family homes.