

2021 NCASC Election Information Packet
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All Election Links in One Location:

[Link to State Officer School Filing Form](#)

[Link to District Officer School Filing Form](#)

[Link to submit the Candidate School Questionnaire](#)

[Link to submit the Candidate School Multimedia Presentation](#)

[Link to submit the Advisor Approval Form](#)

Deadline to submit:

Friday – February 19

Friday – February 19

Friday – February 26

Friday – February 26

Friday – February 26

2021 NCASC Elections

Information, Timelines, Regulations, and Guidelines

For terms beginning in March 2021 and ending in March 2022

Due to the COVID-19 pandemic, the 2021 North Carolina Association of Student Councils State Convention will be a virtual event. Consequently, it is necessary to revise standard and longstanding procedures for the election of State and District Officer Schools for the 2021-2022 school year. On December 12, 2020, the NCASC Executive Board authorized the President-Elect School and the Executive Director to make appropriate revisions. This document constitutes the official 2021 Election information, timelines, regulations, and guidelines. Please read carefully and respond in an appropriate and timely manner if your school is interested in being a candidate school. If there are questions, please contact:

| | | |
|--------------------|---|--|
| Catherine Oxendine | President-Elect School Student Representative | cakecatherine03@gmail.com |
| Erin Corbett | President-Elect School Advisor | erincorbett@ccs.k12.nc.us |
| Colby Cochran | Executive Director | colbycochran53@gmail.com |

Officer Schools to be Elected **See Duties and Responsibilities on pages 8-9 of this document.**

State Officer Schools **District Officer Schools for each District Eastern – Central - Western**

| | |
|---|-----------------------------------|
| President-Elect (term ends in March 2023) | District Chair |
| First Vice President | District High School Vice Chair |
| Second Vice President | District Middle School Vice Chair |
| Secretary | |
| Communications Officer | |

Election Calendar and Deadlines

| | |
|---------------------------------|--|
| Friday – February 19 | 11:59 pm Deadline to submit Filing Form sooner if possible Link to State Officer School Filing Form Link to District Officer School Filing Form |
| Friday – February 26 | 11:59 pm Deadline to submit: <ul style="list-style-type: none"> (1) Candidate Questionnaire (2) Multi-media Presentation (3) Advisor Approval Form |
| Wednesday – March 3* Option | 7:00-8:00 pm Required Virtual Meeting of Candidate Schools |
| Thursday – March 4* Option | 7:00-8:00 pm Required Virtual Meeting of Candidate Schools |
| Friday – March 5 | Official announcement of all candidate schools via website & email |
| Week of March 6 – 12 | Campaign Week Virtual campaigning within regulations Multi-media presentations and Candidate Questionnaires available for delegate viewing on the NCASC website |
| Friday – Saturday March 12 – 13 | State Convention District Caucus Live Question/Answer with Student Designees School Caucus To determine how the school will vote Announcement of new officer schools at closing session |
| * Must attend only one time | |

Election Regulations and Guidelines

1. A candidate school must be a current member school at the time a Filing Form is submitted. For 2020-2021 NCASC membership is free but a school must complete the membership form which is found on the home page of the NCASC website.
2. A member school can file for one state office and/or one district office during an election cycle. In other words, a member school cannot file for two state offices or two district offices but can file for a state office and a district office.
3. The President-Elect School is ineligible to file for any office at the convention following the school's election as President-Elect because the President-Elect School handles elections.
4. A candidate school's student designee cannot serve as a skillshop presenter at the convention.
5. There will be a REQUIRED Candidate School Meeting for student designees and advisors. This will be a Zoom session prior to the state convention.

School Holds the Office, Not a Student

The NCASC is an association of member schools, not individual student council members. Therefore, school student councils hold offices. The student designee and advisor represent the school's student council on the NCASC Executive Board, should the school be elected. It is expected that the student designee listed on the Filing Form will be the board representative for the entire term of office. However, the school student council, advisor and/or principal (with cause and preferably by consensus and in consultation with and prior notice to the Executive Director) can appoint another student as the board representative at any time.

Candidate School Questionnaire

[Link to Submit Candidate School Questionnaire](#)

Deadline to submit: 11:59 pm on Friday – February 26

Each candidate school must submit a Candidate School Questionnaire. The purpose of this questionnaire is to provide delegates with information about the school's qualifications, motivation, and goals for seeking a state or district office.

Candidate School Questionnaires will be posted on the NCASC website from March 6 – 13 for viewing by delegates during the week prior to the state convention.

The questionnaire must adhere to the specified parameters below and provide responses to four questions:

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 you 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?

- **Candidate School Questionnaire Parameters and Guidelines**

The candidate school **MUST** create a ONE-page document that provides some basic information and responses to 4 questions and adheres to the following parameters:

A sample Candidate School Questionnaire is found below.

Here are the step-by-step, detailed directions:

1 Margins at top, bottom, left, and right of .75

2 Title (Helvetica font, size point 16, bold, centered)

2021-2022 Candidate School Questionnaire

3 Two returns, then change to (Helvetica font, size point 10, regular, left justified), enter:

Candidate School

4 One tab, then change to (Helvetica font, size point 14, bold), enter and spell out:

Your School Name

5 One return, then change to (Helvetica font, size point 10, regular, left justified), enter:

Office

6 One tab, then change to (Helvetica font, size point 14, bold), enter and spell out: Office - example: **Eastern District High School Vice Chair School**

7 One return, then change to (Helvetica font, size point 10, regular, left justified),

Enter - Student Designee: (One tab, then enter the First and Last Name of the student designee)

Two tabs, then enter - Advisor: (One tab, then enter the First and Last Name of the advisor)

8 Two returns, change to **bold** then enter question 1:

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

One return and change to regular then, enter your response.

9 Two returns, change to **bold** then enter question 2:

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

One return and change to regular then, enter your response.

10 Two returns, change to **bold** then enter question 3:

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

One return and change to regular then, enter your response.

11 Two returns, change to **bold** then enter question 4:

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

One return and change to regular then, enter your response.

IMPORTANT: Remember, everything must be on ONE page.

Choose your words wisely.

Be concise and convincing!

- **How to prepare and name your school's Candidate School Questionnaire for uploading.**

1 It is preferred that you convert your completed Questionnaire to a PDF, as that is the format that will be used when it is posted on the website. However, a Word or Google Doc is acceptable. If you convert to a PDF and no more than 3 lines move to a second page, that's OK. We'll fix it for you. If it runs over more than 3 lines you need to cut something! Just don't make the font smaller!

2 Name your document or PDF as follows before you attach it to the submission form:

Your School Name (using MS or HS) (State or District) Questionnaire
Example: **Central Conway HS District Questionnaire**

Candidate School Speech and Multi-media Presentation

[Dropbox Link to Submit Multi-Media Presentation](#)

Deadline to submit: 11:59 pm on Friday – February 26

See Detailed Instructions on page 10 of this document

Since the convention will be a virtual event there is no opportunity for school delegations and student designees to have personal interactions. Therefore, **all candidate schools** must submit a multi-media presentation so delegates can learn about the school and meet the school's student designee. The candidate school student council and the student designee is expected to create a presentation that showcases why the school's council can best fulfill the responsibilities of the office for which it has filed.

The presentation will be posted on the NCASC's YouTube Channel from March 6 – 13 for viewing by delegates during the week prior to the state convention.

The presentation must adhere to the following parameters:

1. The student designee must be the narrator.
2. Any music used must be in the public domain, royalty-free, and meet YouTube fair use standards.
3. Humor is acceptable, but it must be in good taste and appropriate for middle school audience.
4. Presentations for President-Elect School candidate schools shall not exceed seven (7) minutes.
5. Presentations for all other candidate schools shall not exceed five (5) minutes.
6. The presentation must be in a format suitable for uploading to a YouTube channel.

Use of Social Media for Campaigning

It is recognized that social media can be a campaign tool for a candidate school, particularly this year. The use of profane language and/or the mentioning of an opponent and/or other NCASC schools or their delegates is not acceptable. There is zero tolerance for any inappropriate use of social media. A violation of these expectations could result in notification of the principal and disqualification of the school's candidacy. All violation allegations will be resolved at the discretion of the Executive Director and the District Directors.

The advisor must approve the multi-media presentation and all posts made to any social media platforms related to a school's candidacy. Here is the link to the form. Submit by February 26.

[Link to the Advisor Approval Form for the Multimedia Presentation and Social Media](#)

District Caucus during Convention to ask Questions of Candidate Schools

During the virtual convention, student delegates will be able to ask questions of the candidate school student designees at a District Caucus. A block of time will be scheduled where student delegates and advisors will gather in their District Zoom Room. The following guidelines will be used for the District Caucuses:

1. The session will be jointly moderated by the District Chair School and the District Director.
2. Questions to be asked of the student designees will be determined by consensus before any candidate school student designees enter the Zoom Room.
3. The amount of time for each candidate school to answer questions will be determined after the filing deadline and will be communicated to the candidate schools at the required virtual Candidate School Meeting.
4. District office candidate schools will only appear before their district.
5. State office candidate schools will appear before EACH district, i.e., participate in three (3) question/answer sessions.
6. Only one candidate school student designee will so that candidate schools cannot hear another school's responses.
7. Delegates from a candidate school are not permitted to ask questions of their school's student designee.
8. Students currently serving on the Executive Board shall not ask or answer questions or campaign in any way during the election process unless the student board member is a student designee for a candidate school.
9. Candidate School Questionnaire responses and the multi-media presentation should be used to develop questions for a candidate school.

Voting

After the District Caucuses, each school delegation (students and advisor) will be assigned to a School Zoom Room for a school caucus. Student delegates from the school will discuss the candidate schools for all state offices and their district offices. Each school may cast one vote for each of these offices. Before leaving the School Zoom Room, the school will electronically cast the school ballot. The ballot will be sent to the advisor to ensure only one ballot is cast per school. A preferential ballot method shall be used. School names for each office shall be listed on the ballot in alphabetical order. This method shall be explained prior to the School Caucus. The actual vote totals are not announced, are known only by the elections committee and executive director and shall remain confidential.

Announcement of 2021-2022 Officer Schools

New district and state officer schools will be announced and installed by the President-Elect School at the Closing General Session. The student designee and advisor of the new officer schools will have a brief Zoom Room meeting immediately following the close of the convention.

Questions / Violations

Questions about these regulations should be addressed first to the President-Elect School student board representative and advisor. The Executive Director, in consultation with the Board of Directors if appropriate, shall be the final authority to interpret or clarify any regulation and resolve an alleged violation of any regulation.

2021-2022 NCASC Executive Board Meetings for Planning Purposes* *Items Updated 2-15-21*

The 2021-2022 Executive Board meeting dates are found below. **The attendance of the student designee and advisor is critical --- and required – IF YOUR SCHOOL IS ELECTED.** Please put them on your calendar NOW!

*As of January 22, 2021, a final decision has not been made as to whether the 2021 Workshop or Board Retreat will be in-person or virtual events.

If events have to be virtual, there may be additional virtual board meetings scheduled in order to implement these virtual events.

| | | |
|---|--|--|
| Saturday – April 17, 2021 | Executive Board Meeting 9:00 am – 12:00 noon | VIRTUAL |
| Monday-Friday – July 12-16, 2021 Friday-Sunday – August 13-15, 2021 | Summer Leadership Workshop Executive Board Retreat | Mars Hill, NC* Columbia, NC* |
| Saturday – December 11, 2021 Saturday – February 19, 2022 Friday-Sunday – March TBD 2022 | Executive Board Meeting Executive Board Meeting State Convention | To be determined Fayetteville, NC Fayetteville, NC |
| <i>Additional events to schedule:</i> | | |
| Wed-Fri – June 23-25, 2021 | National Student Council Conference Will be a virtual event | Woodbridge HS Woodbridge, Virginia |
| TBD (likely in mid-October) | Southern Assoc. of S.C. Conference | Stoneman Douglas HS Parkland, Florida |

Other events may be required, depending upon the office held.
The complete, official 2021-2022 calendar will be published in later in 2021 when more information is available concerning the COVID-19 pandemic.

Invitation to Run for State or District Office

Electronic Filing Submission Deadline is **11:59 pm** on **Friday – February 19, 2021**

Dear NCASC Member School:

We hope that your school year has been a good one. It is now time to start the process to elect new state and district officer schools, just as you will be electing officers in your home council! This is an opportunity for your school to step forward and hold a major role on the district and/or state level. In March at the state convention, we will elect a new set of officers. If you believe that your school is qualified and you have a student who is qualified, interested in being the student designee and your council desires to take on the responsibilities of any of the following positions, we would love for your school to run for an office. Serving on the executive board is a true honor and is one of the best ways to get the most out of your student council experience all the while helping us plan NCASC events and making the NCASC better. The job will be challenging but the experience the council, student designee and adviser will gain from this will be well worth it. Why not take a chance? You never know what you can do until you try! We look forward to receiving your filing form and seeing your school listed on the ballot!

State Officer School Job Descriptions

NCASC President-Elect School This is a two-year term designed to help with advance convention planning

- Student designee must plan to be enrolled in the school for two years after the election (a current junior or senior cannot be the student designee).
- Candidate school advisor must have previously attended a state convention.
- Candidate school must have sent a delegation to the previous state convention, i.e. the 2019 in-person state convention.
- Student designee must plan to attend the summer workshop in July and the next two State Conventions (with the school hosting the latter one).

It shall be the duty of the President-Elect School to:

- 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
- 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

It shall be the duty of the First Vice President School to:

- 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

- Student designee must be enrolled in the middle school during the school's term of office.
- Candidate school advisor must have previously attended a middle level workshop (2019 or earlier) OR the 2020 virtual Emerging Leaders Conference.
- Candidate school must have sent a delegation to a previous middle level workshop OR the 2020 Emerging Leaders Conference.

It shall be the duty of the Second Vice President School to:

- a. represent the interests of middle schools within and on behalf of the association
- b. plan and implement the annual Emerging Leaders Conference
- c. plan, facilitate, and/or implement any additional events designed for middle school councils as approved by the Executive Board
- d. assist the President School to plan middle school sessions at the state convention
- e. perform any ad hoc duties delegated by the Executive Board or the Executive Director
- f. 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

It shall be the duty of the Secretary School to:

- 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.
- h. compile and distribute a quarterly newsletter to be sent to all NCASC member schools for communication and informational purposes.

NCASC Communications Officer School

It shall be the duty of the Communications Officer School to:

- a. Update and maintain the NCASC's website
- b. Establish and sustain communication with executive board members
- c. Support the executive board in their efforts to communicate with member schools
- d. Establish communication with non-member schools in an effort to increase membership
- e. Strive to seek out and stay current on media and communication trends (including, but not limited to, social media and alternative forms of advertising)
- f. Perform any ad hoc duties delegates 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 Officer School Job Descriptions

District Chair

- Candidate school must have sent a delegation to a previous district conference.

It shall be the duty of the district chairman school to:

- a. preside at all district committee meetings
- b. plan and host a District Leadership 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

It shall be the duty of the district high school vice chairman school to:

- a. preside at district meetings in the absence of the chairman school
- b. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- c. assist in planning the District Leadership 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

- Student designee must be enrolled in the middle school during the school's term of office.
- If elected to this office the Candidate School must send a delegation to the next middle level workshop.

It shall be the duty of the district middle school vice chairman school to:

- a. attend all district meetings, all meetings of the state Executive Board, the summer workshop, and the state convention.
- b. assist in planning the District Leadership 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

KEY RESPONSIBILITY OF VICE CHAIRS

District Vice Chairs are responsible for recruitment of new member schools and for maintaining current member schools.

Adviser Responsibilities for State and District Officer Schools

For purposes of a school's candidacy, the adviser listed on the Candidate School Filing Form will be the primary adviser who will serve on the Executive Board. This person must be on the faculty or staff of the candidate school and be designated and approved by the principal of the candidate school as the primary adviser.

The advisers of state officer schools and the district chair and vice chair schools shall be members of the Executive Board.

It shall be the expectation that these advisers:

- will attend all meetings, workshops, and conventions with the student board representative;
- will 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;
- will provide support and guidance to the student representing the school on the association board or committee;
- shall make arrangements for student travel to and from all NCASC events in accordance with local school policy; NCASC has limited secondary insurance for board member travel to, from and while attending a NCASC-authorized event.

The home council and student representative experience is greatly enriched when the home school adviser is actively engaged and shares the experience with other students and adults on the executive board.

Directions for uploading the Candidate School Multimedia Presentation

—————→ **Your multimedia file must be uploaded** ←————
on or before 11:59 pm Friday – February 26, 2021

After the multimedia presentation is complete:

- a. Save the multimedia file on your computer. Remember what you named the file.
- b. Click on the link below to upload your multi-media file:

[2021 NCASC Elections Multi-Media Files](#)

- c. **If you have a Dropbox account and you are signed in:**

Click **CHOOSE FROM COMPUTER** then locate and **select** your multimedia file.
Click **UPLOAD**.

- d. **If you DO NOT have a Dropbox account:**

Click **CHOOSE FILES** then locate and **select** your multimedia file.
Click **CHOOSE**.
The file will appear in the window.
Enter your **FIRST NAME**, **LAST NAME** and **EMAIL ADDRESS**.
Click **UPLOAD**.

- e. When the file is successfully uploaded you will receive a **GREEN** message indicating **DONE**.
You will also receive an email confirmation from Dropbox verifying your upload.
Your file will be deposited in the 2021-2022 NCASC Election Multimedia Dropbox.

IMPORTANT: The Dropbox will indicate that Colby Cochran is requesting the file and that only he will see it. **Disregard this notice.**

Your presentation will be reviewed by the audio-visual company that has been contracted for the state convention. If there are any problems or issues with your file, you (the adviser) will be contacted. Otherwise there are no problems and the company will be able to use it at the convention.

—————→ **Your multimedia file must be uploaded** ←————
on or before 11:59 pm Friday – February 26, 2021

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, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, 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.