

# 2023 NCASC Elections

## Information, Timelines, Regulations, and Guidelines

### For terms beginning in March 2023 and ending in March 2024

Due to the COVID-19 pandemic, the 2021 and 2022 election procedures were modified to accommodate a virtual convention (2021) and a one-day convention (2022). On August 13, 2022, the NCASC Executive Board voted to return to the pre-pandemic election process and authorized the President-Elect School to propose any appropriate revisions. This document constitutes the official 2023 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:

Melanie Goodson	President-Elect School Student Representative	<a href="mailto:melaniegoodson06@gmail.com">melaniegoodson06@gmail.com</a>
Jennifer Goodson	President-Elect School Advisor	<a href="mailto:Jennifer.goodson@ucps.k12.nc.us">Jennifer.goodson@ucps.k12.nc.us</a>
Colby Cochran	Executive Director	<a href="mailto:colbycochran53@gmail.com">colbycochran53@gmail.com</a>

**Officer Schools to be Elected**                      **See Duties and Responsibilities on pages 7-8 of this document.**

<b>State Officer Schools</b>	<b>District Officer Schools for <u>each</u> District</b> Eastern – Central - Western
President-Elect (term ends in March 2024)	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 17	11:59 pm Deadline to submit Filing Form <b>sooner if possible</b> <a href="#">Link to State Officer School Filing Form</a> <a href="#">Link to District Officer School Filing Form</a>
Tuesday – February 28	11:59 pm Deadline to submit: (1) Candidate Questionnaire (2) Multi-media Presentation (3) Advisor Approval Form
Wednesday – March 1* Option	7:00-8:00 pm Required Virtual Meeting of Candidate Schools
Thursday – March 2*Option	7:00-8:00 pm Required Virtual Meeting of Candidate Schools
Friday – Sunday March 10 – 12	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.
2. A member school can file for one state office and/or one district office during an election cycle. For example, 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. There will be two

## 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. After the election, the student designee will be recognized by the officer title as appropriate.

## Candidate School Questionnaire

[Link to Submit Candidate School Questionnaire](#)

**Deadline to submit: 11:59 pm on Tuesday – February 28**

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 printed and provided to each school delegation. The responses to the questionnaire can be used by delegates to generate questions to be asked of the candidate school student designee during the district caucus question/answer session.

A Google Doc template will be available via the link above and will be formatted like the sample below. A candidate school will be required to 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?

**The questionnaire and responses must be submitted via the provided Google Doc.**

# 2023-2024 Candidate School Questionnaire

Candidate School      **Central Conway High School**  
Office                    **Eastern District Chair School**

Student Designee:      **John Doe**                    Advisor:                    **Jane Dough**

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

2.    **What are your Student Councils 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?**

## How to prepare and name your school's Candidate School Questionnaire for submission.

Rename the Google Doc as shown below before you submit it. You must grant **EDIT ACCESS** to three email addresses:

[melaniegoodson06@gmail.com](mailto:melaniegoodson06@gmail.com)

[Jennifer.goodson@ucps.k12.nc.us](mailto:Jennifer.goodson@ucps.k12.nc.us)

[colbycochran53@gmail.com](mailto:colbycochran53@gmail.com)

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 Tuesday – February 28**

**See Detailed Instructions on page 9 of this document**

The candidate school student council and the student designee for state offices **CAN** create a presentation that showcases why the school's council can best fulfill the responsibilities of the office for which it has filed. **A President-Elect candidate school MUST create a presentation.**

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 a 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.

### Campaigning at the Convention

1. Only four (4) posters, each not to exceed 22" x 28" (standard poster board), may be displayed and only in the designated areas. Posters must be inspected by the President-Elect School upon a candidate's school arrival at the convention before they can be displayed. The candidate school's name must be used on the poster. Remember, individual students do not run for the office.
2. No campaign paraphernalia may be distributed or worn at the convention. (Ex. Shirts that have campaign messages, buttons, stickers, candy, etc.).
3. The candidate school's advisor designated on the filing form must be in attendance at the virtual 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.
4. The student designee must be in attendance for the entire State Convention.

### Use of Social Media for Campaigning

It is recognized that social media can be a campaign tool for a candidate school. 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 28.**

## [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 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 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 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 Zoom 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 will be in a district room at any given time so that other candidate schools' designees 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 should be used to develop questions for a candidate school.

### **Voting**

After the District Caucuses, each school delegation (students and advisor) will meet to discuss the candidate schools for all state offices and their district offices. Voting will occur at the beginning of the last general session. Each school may cast one vote for each office. 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 voting. The President-Elect School delegation serves as the Elections Committee and shall count the votes, assisted by the District Directors. The actual vote totals are not announced, are known only by the elections committee and the executive director and shall remain confidential.

### **Announcement of 2023-2024 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 meeting immediately following the close of the convention. All candidate school student designees and advisors should make plans to stay for this meeting should the school be elected.**

### **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 regulations.**

## 2023-2024 NCASC Executive Board Meetings for Planning Purposes

The 2023-2024 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!**

Saturday – March 25, 2023	Executive Board Meeting 11:00 am – 3:00 pm	Erwin Middle School Salisbury, NC
Monday-Friday – July 10-14, 2023	Summer Leadership Workshop	Mars Hill University Mars Hill, NC
Friday-Sunday – August 11-13, 2023	Executive Board Retreat	Eastern 4-H Center Columbia, NC
Saturday – December 9, 2023	Executive Board Meeting	To be determined
Saturday – February 17, 2024	Executive Board Meeting	Sun Valley High School Indian Trail, NC
TBD March 2024	State Convention	Sun Valley High School Indian Trail, NC
<i>Additional events to schedule:</i>		
June 24-28, 2023	VISION National Conference	Collinsville High School Collinsville, IL
Saturday-Sunday – October 28-29, 2023 Staff on Friday evening– October 27	Emerging Leaders Conference	Betsy-Jeff Penn 4-H Center Reidsville, NC
TBD (either October 14-16 or 21-23)	Southern Assoc. of S.C. Conference	Chapin High School Chapin, SC

Other events may be required, depending upon the office held.

The complete, official 2023-2024 calendar will be published in later in 2023 when more information is available.

## Invitation to Run for State or District Office

Electronic Filing Submission Deadline is **11:59 pm on Friday – February 17, 2023**

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 2022 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 Tuesday – February 28, 2023**

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:

[2023 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 2023-2024 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 28, 2023**

## 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.