

ELECTION PACKET

2018-19

Class Offices and Responsibilities

Class Officers represent their class or grade level, and will be supervised by a two Class Advisor (teachers). The class advisors will work in conjunction with two PTSA Advisors (parents). Class Officer Meetings are usually held twice a month after school in the Class Advisor's room. Additional meeting time will be scheduled as needed. **All Officers must attend Student Council meetings as well; they are held the first and third Thursday of every month in room 125.**

Each Class Officer is responsible for fundraising for their class and helping PTSA to fundraise towards their class project graduation account. These activities or events either raises funds for that class or provide students with unity and spirit. Class advisors as needed can add a suggested breakdown based on prior years events are as follows, class fundraising activities.

SOPHOMORES: (help with a minimum of 2 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising-North Nation Shirt sales
- PTSA Fundraising-Movie Night concessions and or Dance

JUNIORS: (help with a minimum of 2 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising-Junior Prom, Spring clothing drive, Officers must attend the Senior Banquet
- PTSA Fundraising-Junior dance, Night of the Arts

SENIORS: (help with a minimum of 3 PTSA fundraising events as agreed upon by Class Advisors and PTSA)

- Class Fundraising-Variety of fundraisers
- PTSA Fundraising-Pasta Dinner, Senior Dance or Event, Mr. North (with Student Council), Senior Banquet, Project Graduation

The class officers consist of **President, Vice-President, Secretary, and Treasurer**. Students will run for **CLASS EXECUTIVE BOARD**, not individual positions. Positions are decided by popular vote, winning executive board and class advisors.

- **The President**

- ♣ prepares meeting agenda
- ♣ serves as a liaison to the administration
- ♣ facilitates meetings
- ♣ informs other class members

- **The Vice-President**

- ♣ assumes all duties of the President in the President's absence
- ♣ keeps a running calendar of all class activities and meeting dates
- ♣ informs other class members

- **The Secretary**

- ♣ keeps a written record of all meetings and those in attendance through the use of minutes
- ♣ is responsible for typing and distributing minutes following each meeting to respective class officers, Advisors, and Administration
- ♣ keeps track of all documents and paperwork and passes it along to the next advisor at the end of the year

- **The Treasurer**

- ♣ keeps an updated record of all deposits and debits from the student activity class account and the PTSA class account
- ♣ provides a monthly balance update to officers and Advisors
- ♣ liaison for the Student Activity Account Secretary

- **The Historian**

- ♣ Documents major events and happening of class each year.
- ♣ Holds on to records for graduation speeches and reunion memorabilia

Class & Student Council* Election Process 2018-2019

***Check the boxes as you complete each category.**

1. Fill in the following information below:

Name: _____ Email _____

ID # _____ Current Grade: _____

Day A Block 1 Teacher: _____ Room # _____ Cell # _____

2. Next school year you will be a:

Sophomore Junior Senior

3. **IF YOU ARE FROM CLASS OF 2019 OR RUNNING FOR STUDENT COUNCIL BOARD***

THIS IS WHAT YOU SELECT:

Pick one only. (You may not run for a Class Executive Board and Student Council Executive Board.) * For a position in Student Council, you must be a junior or senior the year that the office will be held.

Class Executive Board

or

Student Council Executive Board.

THIS IS A NEW ELECTION PROCESS. YOU DO NOT SELECT YOUR POSITION, IT IS DECIDED BY THE EXECUTIVE BOARD AND ADVISORS BASED ON POPULAR VOTE. *We are following NJASC procedures for state elections. THIS PROCESS IS BEING PHASED IN OVER SEVERAL YEARS. Last year's student council election was PHASE I. Class of 2018 and 2019 are part of phase II. Phase III will be class of 2020 freshman elections fall 2016.*

The Executive Board includes President, Vice President, Secretary, Treasurer and Historian. The two people with the highest votes will be eligible* for the position of President and Vice President. The remaining highest three candidates will then be slated for historian, treasurer and secretary. This will be decided at the first executive meeting after the election. *The president or VP may choose a different position with approval of the advising committee.

4. Obtain the signatures of the following people to show eligibility.

Signature

_____ Assistant Principal, Mr. T. Flynn

_____ Assistant Principal, Mrs. C Skidmore

_____ Student Activities Director, Mr. J. Mattes

5. Obtain the signature from a parent/guardian.

Signature

Print

6. Prepare a speech (1 page, double-spaced) that you will read during a filming of your speech on March 26 and/or 27, 2018 after school. Speeches will be not performed live. These speeches will be watched during Social Studies class on April 10 and/or 11

7. Make 2 copies of the speech; one copy for yourself and one for the advisor. Turn in your application & speech by: **Monday, March 19, 2018**, to the appropriate person listed below for your grade. (*We will accept any early applications and speeches but nothing will be accepted if turned in late.*)

Any application not completed in its entirety by 3:10pm 3/19/18 will not be accepted.

INCOMPLETE APPLICATIONS WILL BE DISCARDED.

Class of 2019 – Ms. N. Heyl and Mr. K. Kley

Class of 2020- Ms. D. Oliver and Ms. K. Baratta

Class of 2021- Ms. J Allora and Mr. M. Franzysen

Student Council- Ms. T. McGourty (room 125 office)

If your speech does not get approved, make any necessary changes within 2 school days and re-submit it for re-approval. ANY UNAPPROVED SPEECHES WILL NOT BE VIDEOTAPED OR SHOWN! If you deliver an unapproved speech, you will be disqualified and unable to run until the following year.

8. Make campaign signs.

9. Have your **sign approved by Mattes** in the old history hut office (Room 239). Any signs without an approval signature will be removed and possibly discarded.

10. Signs/posters may only be placed in both Café A and B. Signs will be taken down if found in other areas of the school. Hang your posters the week of **March 26th**. **Painter's tape is the only tape permitted on walls.**

Once the elections process is over (**Monday April 16**), please remove all of your signs. ***There is to be no campaigning outside of NHHS (This includes the use of campaign websites, social media and election videos).*** Use of food, promise of goods or services is strictly forbidden. This includes, but is not limited to, Facebook, Instagram, Vine, Twitter, Pinterest, Google+, ELLO and SnapChat. If any advisors find campaigning outside of NHHS you will be disqualified and unable to run until the following year. Also, there is to be no smear campaigning.

11. On the following page, obtain 15 signatures and student ID numbers from your class peers who support your candidacy. These will be students who may be called upon to vouch for your character if needed.

12. All candidates must procure 2 letters of recommendation from academic sources at North Hunterdon. These letters must be in signed and sealed envelopes. These teachers may be asked further questions regarding the character of the candidates.

Primary Elections will not be held. Elections will be done electronically on **Thursday, April 12th** and **Friday, April 13th** during all history classes. New officers will be announced when all ballots have been counted.

Office I am running for: _____ of _____
(Position if class officer) (Class or Student Council)

Obtain 15 signatures of people in your class that think you are a valid candidate for the office you wish to run.

Name

ID Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____