

# ROOSEVELT HIGH SCHOOL ELECTION POLICIES

(Revised 11/08)

The Student Council Election Committee is responsible for planning and facilitating the elections of the Student Council President, Student Council Representatives, and Class Officers (president, vice-president, secretary, treasurer).

**NOTE:** Elections are held in the spring of each school year for Freshmen, Sophomores, and Juniors to select a new set of class officers for the following school year. Just because a person is elected as officer one year does not guarantee he/she would be elected to serve as officer another year.



They are also responsible for the elections of Student Council Representatives and Class Officers for the incoming freshmen class. These elections will take place at Roosevelt High School in early fall.

Please read carefully the following *Roosevelt High School Election Policies* that govern the election process.

## POLICY CONCERNING NUMBER OF OFFICES TO BE HELD BY ONE STUDENT

- A. A student may hold only one major position per school year. Exceptions to this policy should be considered and approved by the Student Activities Coordinator.
- B. A major position shall be defined as any office of any Roosevelt student club or organization:
1. The Presidency of any club or organization
  2. The Vice-Presidency of any club or organization
  3. The Treasurer of any club or organization
  4. The Secretary of any club or organization
  5. The Editor in Chief of the Colonel
  6. The Editor in Chief of the Yearbook
- C. **FRESHMAN POLICY** — When holding a Freshman Class Officer position, a student **cannot**:
- Chair any event sponsored by the freshman class. A class officer may sit on any committee.
- D. **SOPHOMORE POLICY** — When holding a Sophomore Class Officer position, a student cannot:
- Chair the concession stand committee during any sports season.
  - Sophomores who chair the concessions committee may not chair any other class-related events during the same season of chairmanship.
- E. **JUNIOR POLICY** — When holding a Junior Class Officer position, a student **cannot**:
- Hold the position of Prom Chair.
  - Hold the position of Silent Auction Chair.
  - Chair any other class-related events, as determined by class advisors and class officers.
  - Juniors who chair the position of Silent Auction Chair cannot hold the position of Prom Chair, Class Officer, or chair for any major, class related events while chairing the Silent Auction.
  - Juniors who hold the position of Prom Chair cannot hold the position of Class Officer, Silent Auction Chair or chair for any major, class related events when Prom events have been initiated.
- F. **SENIOR POLICY** — When holding a Senior Class Officer position, a student **cannot**:
- Chair any major, class-related events.
  - Seniors who hold the position of Class Officer may hold a position on the Leadership Retreat Planning Committee and may participate in additional clubs.
  - Seniors who hold a position on the Leadership Retreat Planning Committee cannot chair any major, class-related events.
  - NOTE: Please be aware of your officer commitment(s) if you are planning on taking post-secondary classes. Likewise, you should communicate regularly with your advisors and fellow officers to better serve your class.

## POLICY CONCERNING ELIGIBILITY FOR AN OFFICE

- A. You must have passed all subjects the previous semester.
- B. You must have a minimum of a 2.25 grade point average for the nine weeks grading period preceding the election. Also, you must maintain a minimum of a 2.25 grade point average each nine weeks while in office.
- C. You must not be on probation in the designated class or activity.
- D. In order to run for student council president, a student must have been a member of student council for one year prior to the year running for said office. This requirement will also be applied to the appointed student council officers.
- E. In case of a timeline overlap in the process to elect student council president, student council representatives and class officers, candidates interested in running for more than one office (i.e.-student council president and class officer or student council president and representative) must file intent-to-run forms, fulfill all requirements and meet all deadlines for each office sought.

## POLICY CONCERNING CAMPAIGNS, SPEECHES AND SIGNS

**All candidates are required to follow the election policy concerning campaigns, speeches and signs. Failure to do so will result in disqualification from the election. Be sure to note policies regarding voting, ties, results and office vacancies, as well.**

### A. CAMPAIGNS

It is the responsibility of each candidate to conduct his or her campaign in good taste. Candidates may choose to develop appropriate campaign themes or slogans. Total campaign expenditures are limited to \$10 per candidate.



### B. SPEECHES

- 1. Speeches are required of candidates running for Student Council President and Class Office.
- 2. All speech preparation requirements and deadlines must be met. Failure to comply results in disqualification from the election process.



### C. SIGNS

- 1. Signs must be attractive and in good taste and may not put down any other candidate. Each sign must include:
  - a. Full name of candidate
  - b. Date of election
  - c. Name of office
  - d. Grade level of office
- 2. Candidates may post up to 10 campaign signs. This includes small or large poster board signs, 8 1/2 X 11 paper signs, computer banners and t-shirts.
- 3. Use of school paper and copy equipment is prohibited. This includes the use of large bulletin board paper and any Xerox paper from AVS.
- 4. The use of campaign stickers is prohibited.
- 5. Candidates must provide their own tape (use ONLY SCOTCH TAPE or PAINTERS TAPE).
- 6. Candidates must remove all signs and tape, leaving surfaces clear, prior to leaving the building on the day of the election.
- 7. Approved posting areas for election campaign signs include (refer to *Posting Guidelines* in the Activities Office):
  - a. Above hallway drinking fountains (8½ x 11 size only)
  - b. On large open tile wall spaces
  - c. On general hallway bulletin board (Note-bulletin boards in the cafeteria area are for Booster use only.)



## **POLICY CONCERNING VOTING, TIES, RESULTS AND CLASS OFFICE VACANCIES**

### **A. VOTING**

1. In order to be elected as Student Council President or Class Officer, the winning candidate must obtain a majority (over 50%) of the total vote. If no candidate receives a majority vote, a run-off will be held between the top two candidates.
2. In order to assure a fair elections process, the Student Council Election Committee will maintain a neutral voting site. Therefore, no campaigning may be conducted in the cafeteria atrium on voting day.



### **B. TIES**

1. In case of a tie vote for the office of Student Council President, a tiebreaker election will be held.
2. In case of a tie vote for the position of Student Council Representative, the tie will stand.
3. In case of a tie vote for any Class Office (i.e.-President, Vice-President, Secretary, Treasurer), the Class Advisor will make the decision as to whether the tie will stand or be broken by a tiebreaker election.

### **C. RESULTS**

1. Election results will be tabulated by the Student Council advisor or his/her faculty designee.
2. Vote tallies will not be released to anyone.

### **D. CLASS OFFICE VACANCIES**

In the case that no one runs for a particular Class Office position (i.e.-President, Vice-President, Secretary, Treasurer), the decisions about how to best fill the vacancy and the method for the selection process will be the responsibility of the Class Advisor.



### **The Role of a STUDENT COUNCIL REPRESENTATIVE**

- up to six are elected per class
- must attend all student council meetings as a class representative
- communicate and act as a liaison between Student Council and class activities/events, sharing information with class advisors and class officers
- chair at least one Student Council event during the school year
- attend all Rough Rider Open Forum sessions
- communicate with class peers to determine student needs and topics of interest in the school

# CLASS OFFICER RESPONSIBILITIES

## GENERAL CLASS OFFICER JOB DESCRIPTIONS *(duties may include, but are not limited to):*

### PRESIDENT

- represents and serves as a spokesperson for the class
- communicates and works closely with class advisors
- communicates with Student Activities Coordinator regarding class events
- publishes class meeting agendas and facilitates all class meetings
- provides leadership and direction to other class officers, including delegating specific tasks, establishing clear deadlines, and monitoring progress
- oversees any committees that are formed to assist with an event or project
- participates in class planning and activities



### VICE-PRESIDENT

- is responsible for taking over the president's duties in his/her absence
- implements strategies to increase attendance at class meetings and events
- attends all class meetings
- takes leadership roles on committees
- communicates and works closely with the class president and class advisors
- helps the class officers with all class events



### SECRETARY

- takes minutes at all class meetings
- types up minutes (w/ date, all in attendance, ideas covered) for all class officers and class advisors
- write thank you letters to those who have helped the class (parents, teachers, etc.)
- publicize class events and meetings (posters, announcements, press releases, etc.)
- updates and maintains all binders and folders related to specific class events, jobs (i.e. concessions), and meetings to be passed on to next year's officers



### TREASURER

- read through treasurer information packet to better understand the book keeping expectations
- create and type a class budget with class advisors at the beginning of the school year
- acts a money manager, keeping a record log of all income and expenditures throughout the year
- give budget reports to other class officers and class advisors at all officer meetings
- makes deposits to class fund
- updates class receipt book
- photocopy all receipts of expenditures (and file for future reference as needed) before turning into the building treasurer
- brainstorms and oversees all fundraisers including completing the Fundraiser Form at least two weeks before the fundraiser
- coordinates and keeps track of sales/orders of class spirit wear



## ALL CLASS OFFICERS SHOULD . . .

- **display a high degree of leadership and moral character at all times**
- **hold class officer meetings with advisors at least twice per month**
- **openly communicate with their advisors** about ideas, proposals, events, meetings, etc.
- **participate regularly in class-scheduled events, meetings, etc.** held during the year, some of which will be held after school hours *(afternoon and evening times as determined by the four officers and class advisors; this will vary year to year based on activities in which the class participates)*
- **collaborate with other class officers and student council officers** each year to help bridge the communication among the classes
- **attend weekly Student Council meetings** *(Tuesdays during 4<sup>th</sup> or 5<sup>th</sup> period lunch)*
- **attend the Rough Rider Open Forum sessions** held periodically throughout the school year

## **FRESHMAN YEAR**

- Organize Freshman Advisory Committee to assist in planning activities.
- Represent Freshman Class at monthly Rough Rider Forum meetings.
- Organize fundraiser activities toward junior year Prom expenses.
- **Sell concessions at Freshman games.**
- Participate in Silent Auction fundraiser activity (*optional*).
- Plan activities to foster unity among class members.
- **Attend Sharing Common Ground Freshman Retreat.**
- **Attend Student Council Leadership Workshop.**
- Charge class dues if needed (*optional*).



***IF YOU CANNOT  
COMMIT TO  
THE TIME  
EXPECTATIONS  
DESCRIBED  
ABOVE,  
DO NOT RUN  
FOR CLASS  
OFFICE.***

## **SOPHOMORE YEAR**

- Organize Sophomore Advisory Committee to assist in planning activities.
- Represent Sophomore Class at monthly Rough Rider Forum meetings.
- Organize fundraiser activities toward junior year Prom expenses.
- **Sell concessions at indoor athletic events** (*B/G Volleyball, Wrestling, B/G Basketball*).
- **Select Silent Auction chairs** (*with the direction from the Silent Auction advisors*) prior to the Silent Auction in December so chairs can shadow Junior Silent Auction chairs.
- Participate in Silent Auction fundraiser activity.
- Design and sell class t-shirts.
- **Organize refreshments for Homecoming Dance.** (*Use calling chain.*)
- Plan activities to foster unity among class members.
- Sponsor delegates to RHS Leadership Retreat.
- Select Prom Chairs (*with direction from Prom Advisor*) prior to Spring Break (*earlier if possible*).
- Coordinate Car Wash on Prom Day (*optional*).
- **Assist Prom Chairs to organize Sophomore Prom Clean Up.**
- Charge class dues if needed (*optional*).



## **JUNIOR YEAR**

- Include project chairmen (*Homecoming Mums, Silent Auction, Prom*) in officer meetings.
- Represent Junior Class at monthly Rough Rider Forum meetings.
- Organize Homecoming Mum Sale (*hasn't been done since Class of 2010*).
- **Organize Silent Auction fundraiser activity.**
- **Plan, support and participate in Junior/Senior Prom preparations.**
- Select chairs for Senior Retreat (*retreat/trip is optional*) by mid-May.
- Organize additional fundraiser activities as needed.
- Plan activities to foster unity among class members.
- Sponsor delegates to RHS Leadership Retreat.
- Charge class dues if needed (*optional*).



## **SENIOR YEAR**

- Organize and plan monthly meetings for Senior Council.
- Represent Senior Class at monthly Rough Rider Forum meetings.
- Assist with Super Senior Group Photo.
- Design and order Senior Class t-shirts (*optional*).
- **Organize Senior Slide Show Committee** (*select committee in early Fall*).
- Sponsor delegates to RHS Leadership Retreat.
- Organize a Senior Retreat or Trip (*optional*).
- Organize Seniors Only or Senior Guest activities.
- **Coordinate Graduation plans with Assistant Principal, Mr. Love.**
- **Decide on class gift to present at Senior Honors Assembly.**
- **Organize Senior Class Picnic** (*scheduled on day of graduation rehearsal; choose location at end of Junior year*).
- Discuss ideas and plans for future class reunions.
- Charge class dues if needed (*optional*).



