

Elections

2024-2025

CLUB  ED

Overview of Election Process

- ❖ **Phase I** – Research, Review and Consider Offices
- ❖ **Phase II** – Application and Other Documents
- ❖ **Phase III** – Campaigning
- ❖ **Phase IV** – Election Day

Phase I

Research, Review and Consider Offices

Research, Review and Consider Offices

- ❖ Do you want to run for office? Why? What is your motivation?
- ❖ **Review the responsibilities in the club constitution** for each office you are interested in *before applying*.
- ❖ Ask current/former officers about their experiences.
- ❖ Would you be able to fulfill the responsibilities of a particular office if elected?
- ❖ Consider your skill set, prior leadership experience and personality. Would they be an ideal fit for any of the elected offices?

Research, Review and Consider Offices

Offices for which eligible applicants may run:

- ❖ President
- ❖ Vice President
- ❖ Secretary
- ❖ Treasurer
- ❖ Historian/Reporter
- ❖ Director of Communications
- ❖ Director of Community Outreach
- ❖ Director of Apparel
- ❖ CTSO Liaison

Phase II

Application and Other Documents

Application & Other Documents

- 1. Applicant Expectations** – Covers important dates, eligibility, expectations and campaigning guidelines; submit to the Advisor by **April 19th**.



Important Election Dates

April 5th	Introduce 2024-2025 Officer Election Process
April 19th	Completed/signed applicant <i>expectations</i> and <i>application</i> submitted to Advisor Completed/signed <i>recommendation forms</i> emailed to Advisor or put in Advisor's mailbox
April 22nd-26th	Candidate Interviews ; after school for approx. 10 minutes; see CLUB MED Canvas course for time slots
April 26th	Selected candidates announced
April 26th-May 8th	Campaigning Window
May 3rd	Deadline to email Advisor <i>candidate blurb</i> and/or <i>picture</i> ; deadline to upload <i>PowerPoints</i> or <i>similar slideshow platforms</i> (to accompany speeches) to the CLUB MED Canvas course
May 8th	Election Day!

Applicant Eligibility

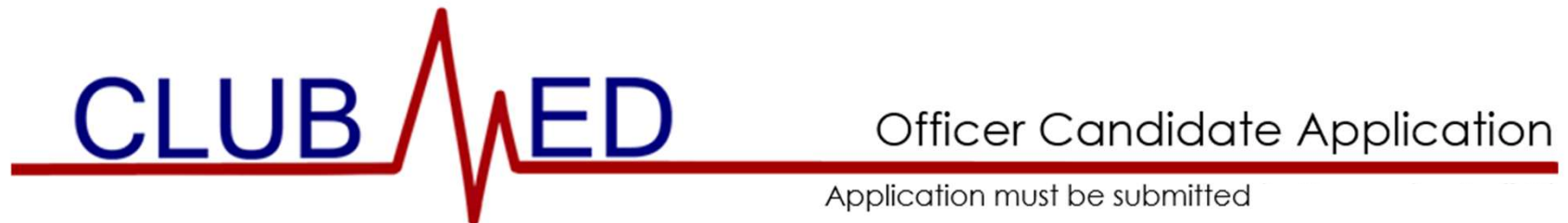
- ❖ Only applications of dues paid members who have paid off any outstanding club fees/fines will be accepted.
- ❖ All documentation must be hand written and completed **in pen**.
- ❖ Members may apply for no more than two offices.
- ❖ The only office eligible to host “co-officers” is that of President and only if both candidates will be seniors during the term for which they are running.
- ❖ A maximum of three candidates for each office will be selected to run.
- ❖ Only original, hardcopy election documents provided by the Advisor are eligible for consideration for candidacy.

Officer Expectations

- ❖ Officers must pay the ASB Activities Fee and CLUB MED dues.
- ❖ Officers must maintain a 2.5 GPA and be passing all of their classes while in office.
- ❖ Officers are expected to be present for at least 75% of each general membership meeting.
- ❖ Each officer is expected to attend *at least* one CTSO (WAHOSA or WCTSMA) state conference during their term of office.
- ❖ Officers must fully comply with and regularly fulfill their duties as outlined in the constitution.

Application & Other Documents

- 2. Officer Candidate Application** – Applicant information and Q&A. Must be completed in pen. The application must be submitted to the Advisor by **April 19th**. Only original hard copies are acceptable.



Name: _____ E-Mail: _____

Grade (next year): 10th 11th 12th Phone: (_____) _____ 2022-2023 Dues & Fees Paid:

For office use only; do not mark

Office(s) for which you are applying: (limit of two positions; list preferred office in the first space)

1. _____ 2. _____

Application & Other Documents

- 3. Recommendation Forms** – *Two* recommendations provided by an adult supervisor/mentor. Completed forms should be *emailed to Mrs. Reed* by **April 19th**; if evaluator is SHS staff, they may put it in Mrs. Reed's mailbox



Recommendations must be made by adults (21+ years of age) in a supervisor and/or mentor role in relationship to the candidate (e.g. work managers/supervisors, coaches, teachers, youth pastors, etc.) Recommendations may not be made by family members/relatives or peers/classmates. *Two recommendations are required* but up to three may be submitted.

Candidate Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
-------------	----------------------	------------	----------------------

Evaluator Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Relationship to Candidate:	<input type="text"/>		
Email:	<input type="text"/>		

Candidate Selection

- ❖ The Advisor and senior members of the Executive Board will review all applications and interview all applicants. A maximum of **three** candidates who are best suited for the office will be selected.
- ❖ Incomplete applications, poor meeting attendance, unpaid club dues/fees, lack of participation in CTSO conferences, failure to appear for scheduled interview, etc. are some of the criteria which may be used in evaluating candidacy.
- ❖ Selected candidates will be notified within 24-hours following the last set of interviews.

Phase III

Campaigning

Campaigning

- ❖ Candidates shall exhibit class and tact in their campaigning methods/language. Candidates found to be slanderous towards other candidates and/or their platforms at any point in time *may be subject to removal from candidacy as deemed by the Advisor.*
- ❖ Candidates are encouraged to demonstrate their knowledge of CLUB MED, its constitution/history and provide examples of work they have done illustrating skills fundamental to their office.
- ❖ Posters/flyers, handouts/give-aways/candy and posts on *personal* social media outlets are not allowed. Candidates violating this rule will be subject to removal running and/or office if discovered after elections.

Campaigning

- ❖ Acceptable methods by which to campaign include:
 - **Candidate Speeches** – Candidates are *required* to give a speech of no more than three minutes in length. Speeches should be done live on election day. If a candidate is unable to make a speech in person, notify the Advisor well in advance.

The campaign methods below are *optional*:

 - Write a **platform blurb** of no more than 150-words to be posted on the club website.
 - Submit a professional **photograph** to be posted on the club website.
 - Write a **post** to be viewed on CLUB MED's Instagram account.

- ❖ NOTE: The sooner campaign materials are submitted the longer they will be available for membership review.

Phase IV

Election Day

Election Day – May 8th

- ❖ All members will be given access to the **Voter's Pamphlet** which will contain such information as officer responsibilities, meeting/conference attendance record of each candidate (for the current school year only), any blurbs/photographs submitted by candidates and any other information deemed valuable by the Advisor and Executive Board.
- ❖ The Advisor will have a PowerPoint slide outlining some general information about each candidate to serve as an introduction.
- ❖ Candidate speeches will occur in the order listed on the voting ballot. Time allowing, there may be a Q&A session at the conclusion of all speeches.

Voting

- ❖ Only 2023-2024 dues paid members who have also paid off any outstanding club fees/fines (e.g. clothing, SLC) may apply for office and/or vote.
- ❖ In making your selections, please consider how well you believe each candidate will meet the requirements of their office as outlined in the constitution/voter's pamphlet and represent CLUB MED. **Vote for the most qualified candidate, not just your friend.**
- ❖ To maintain confidentiality, only the Advisor will have access to submitted ballots.
- ❖ The poll will be open from **the start of candidate speeches** until **4:00pm** on Election Day.
- ❖ Election results will be announced by the Advisor as soon as tabulated.

Questions?

Contact Mrs. Reed at reedc@Issaquah.wednet.edu