



DISTRICT III OFFICER SCHOOL ELECTION CAMPAIGN RULES AND REGULATIONS

Revised June 2016

District III expects all candidate schools to be familiar with the rules and abide by them. Any questions or suggestions should be made electronically to the District III Vice-President School at phillip.jenkins@edu.forneyisd.net.

NOTE: All campaign materials, including the skit, should reflect the HIGH STANDARDS of Student Council in a positive manner.

I. Goals

- A. To equalize opportunities for running for office among different sized schools, schools of varying economic potential, etc.
- B. To allow each candidate an opportunity to present its views.
- C. To ensure an organized and safe campaign for all people, facilities and places involved.

II. Filing for Office

- A. Schools should file for office as early as possible, but no later than **JANUARY 20**, as required by the Constitution. Schools are encouraged to submit a completed rough-draft script for a platform/skit when filing their Intent to Run. Schools must submit a final draft no later than two weeks prior to the District III Spring Conference.
- B. An application and letter of intent signed by the school principal is required to officially file for office.
- C. A preliminary financial statement showing the budget for the campaign must be submitted to the District III Vice-President School, along with the script for a platform/skit at the time of the filing. (No receipts are due at this time.)

III. Campaign Finance

- A. Campaign expenditures are limited to \$500.
- B. All items purchased or borrowed to be used specifically for the campaign must be accounted for in the expense report. This includes items distributed at the local, district levels by the candidate school or by any other school or organization on behalf of the candidate school.
 1. **Purchased or rented items:** Items purchased or rented must be claimed at cost (actual amount spent).
 2. **Donated Items:** Schools may accept donated items; however, these donated items must be counted against the \$500 total. Reasonable market value or rental fee of the donated items must be assigned and noted in the campaign Financial Statement.

3. **School items:** Standard school uniforms (i.e., football, cheerleader, or drill team, etc.) or equipment (i.e., flats used in performances, audio visual equipment, etc.) may be used in the campaign and will not be charged against the \$500. If ALL schools would easily have access to a standard school item, it does not count against the \$500. HOWEVER, if the school item used is not standard (i.e., special stage sets, prom decorations, costumes), the item must be accounted for at a reasonable amount.
4. **Clothing/costumes:** Clothing that is purchased, made, rented, or borrowed to be used specifically in the campaign must be counted (see #1 and #2). If t-shirts or clothing items are something that students would normally have, the cost does not have to be counted. General Student Council t-shirts or clothing items that refer to the campaign or election, regardless of when they are purchased and worn, must be counted.
5. **General Items:** Any items that are common items do not count against your budget. For example, a hammer, screwdriver, power strip, tape measure, drill, computer, or other general items that are available to most schools are considered general items. If you have ANY questions, contact the VP school.

- C. A school may spend up to \$500 on the campaign. An official budget sheet must be presented to the Vice-President School at the District III Spring Conference. (See Excel spreadsheet provided as an example for that purpose.) Please make two (2) copies of the budget sheet and attach the original receipts to one and copies of the receipts to the other. One copy will be used for the second check by the District III Credentials Committee, and one copy will be given to the District III Vice-President School. The budget sheet should include all expenses, give-away items, t-shirts, skit expenses, and any miscellaneous expenses related to the campaign. The budget should **NOT** include expenses related to convention registration and transportation.

******* THE FOLLOWING WILL BE COMPLETED AT THE DISTRICT III SPRING CONFERENCE*******

A statement to verify expenditures will be given to schools on-site which states:

I certify that _____ has not had expenditures in excess of \$500.
(Name of school)

for materials, outside labor, etc., in seeking the office of TASC District III _____.

(Advisor's signature)

(Date)

IV. Campaign Materials

- A. Candidate schools will be contacted by the Host school as to where any campaign materials may be posted within the building.

V. Political Rally

A. Statement of Standards

1. Skits should:

- a) Reflect the campaign platform
- b) Showcase the qualifications of your school/council
- c) Be in good taste

2. Skits should NOT:

- a) Reflect violence
- b) Be demeaning or degrading to any gender, race, and/or religion
- c) Include ANY sexual innuendo (such as, but not limited to, cross-dressing, revealing clothing, suggestive language, and/or body language.) This applies to multimedia clips (i.e. movies/songs) as well.

General rule: *If there is any question or doubt about whether something is inappropriate, it probably is, so avoid using it.*

All distribution of campaign materials must CEASE before the political rally at the District III Spring Conference.

- B. Each school will have up to **one** minute to set the stage prior to nomination. Once nominations begin, each school will have **seven** minutes during which time **nominating and acceptance speeches may be made, campaign skits performed, and stage exited**. Schools will receive silent notification after six and one-half minutes, after which schools will have 30 seconds to complete all presentations. At this time, the representative from the Vice-President School will announce, "Your time has expired." Any continuation of presentation beyond five seconds after notification will result in disqualification. The Vice-President School will provide a large clock /timer to be set off stage (center) and visible to the candidate schools.
- C. For technical specifications, candidate schools must contact **THE HOST SCHOOL**, who will provide detailed specifications concerning scripts, music, video, lighting, power, and microphones.
- D. The student who will represent the school as student officer should accept the nomination and should clearly be identified to voters as the school representative. An appropriate statement of acceptance could be: "If ___ high school is elected, I will do my best to"
- E. Any mechanical or technical delay, upon request of the advisor immediately upon occurrence, will be timed, and an extension equal to that amount of time will be added to the presentation. Please remember that any audience participation or audience reaction is included as part of the seven minute total. A limited amount of time not to exceed one minute will be allowed between skits for set up.
- F. Students from current officer schools or schools represented on the Credentials, may **not** nominate or second a candidacy.

- G. Do not plan to hang a backdrop from the battens at the Host School for the skit. If a backdrop is necessary, plan to use a freestanding frame.
- H. On the day of the Political Rally, each candidate schools' skit performers will be asked to come forward. A representative from the Vice President School will escort schools to the appropriate area. Schools will have pre-set all set pieces/props during in the designated storage space. The Vice-President school will provide students that act as guides once schools are in the holding area. All sets and props must fit through a standard door frame.
- I. All props and set pieces must be removed from the backstage area immediately after the entire Political Rally is over.
- J. If a candidate school plans to use technology in the skit or campaign, the candidate school must contact **THE HOST SCHOOL** before proceeding. Some technologies may not be available for your use.
- K. A limit of appropriate available student delegates (not including the nominator and second) may participate in the campaign skit.
- L. No one may come to the stage from the audience as part of the skit. All stage skit participants must enter from backstage. Nothing may be tossed or thrown from the audience during the skit.
- M. No fire code violations or District III safety issues (running in the aisles, standing on chairs, etc.) are allowed as a part of the skit or the campaign.
- N. Timing for the skits begins when the first nominator speaks. A limit of seven (7) minutes is allowed for each school. **Please** write the nomination and acceptance speeches and include practicing them in your skit so you will not be surprised by the extra time. The lights and sound are turned off at seven (7) minutes. A violation of this rule is grounds for disqualification.
- O. Be safe and bring a copy of the nomination speech you would like for the Nominating, and Seconding School of your choice to make.

VI. Elections

- A. The election shall be by secret ballot and shall be held following the Political Rally.
- B. Position on the ballot is alphabetical.
- C. Only advisors or student designees may pick up ballots.
- D. No ballots will be distributed until all the skits have been presented.
- E. Elections are decided by a majority vote (50% + 1 of the popular vote to make a winner). In the event no school receives 50% + 1 of the vote, the two schools receiving the highest number of votes enter a run-off election.
- F. Run-off Election Guidelines

- 1.If a run-off is required, candidate schools involved in the run-off will be posted on doors at the Conference location.
 - 2.In the case of a run-off, advisors or student designees may pick up run-off ballots at an announced time and location on the final morning of the conference. All ballots must be marked and deposited by the announced time on this day.
- G. In the event of a tie vote in a run-off election, the school with the greatest number of votes in the general election will win the election. In the event that two schools have a tie vote in both the general election and in the run-off election, the current board will convene during the Conference and select a school to fill the office.
- H. In the event a school running unopposed for an office is disqualified, the current and present Executive Board will convene during the Conference to select a replacement from the remaining qualified candidate schools.
- I. Election results will be announced at the Business Meeting. The student representative and advisor from the newly elected officer schools will report to the stage immediately following the conclusion of the District III Spring Conference.

VII. Obligations and Duties of Elected Schools

- A. Duties of the President School
- 1.To preside at all meetings of the organization.
 - 2.To appoint all committees.
 - 3.To call all meetings, including executive committee meetings.
 - 4.To work closely with the host school in planning the conference program.
 - 5.To call an executive meeting at least four (4) weeks prior to each district conference. All the officer schools, with their advisors, the host schools, the district executive secretary, the assistant district executive secretary, the district coordinator, the district treasurer, the past president advisor, and any necessary committee chairs shall attend in order to plan the fall and spring conferences.
- B. Duties of the Vice-President School
- 1.To execute the duties of the president in case of the president's absence.
 - 2.To act as chairperson of the credentials committee
 - a) To coordinate filing for candidate schools.
 - b) To notify member of vacancies.
 - c) To certify candidates.
 - d) To act as timer for campaign presentations.
 - e) To provide ballots for the election.
 - 3.To promote recruitment of new member schools.

C. Duties of the Recording Secretary School

- 1.To keep an accurate record of the conference and all executive committee meetings.
- 2.To send to the incoming recording secretary a completed record including a permanent cumulative membership list and copy of all minutes.
- 3.To attend credential committee meetings to verify eligibility of candidate schools desiring to run for a district office.
- 4.To notify member schools concerning scholarship applications and to coordinate the scholarship committee.
- 5.Coordinate with Corresponding Secretary School to promote District III using social media.

D. Duties of the Corresponding Secretary School

- 1.To ensure that member schools have current information regarding district and state activities through various forms of correspondence such as mail outs, newsletters, copies of the minutes, Twitter, etc.
- 2.To work closely with the recording secretary.
- 3.Coordinate with Recording Secretary School to promote District III using social media.

E. Duties of the Parliamentarian School

- 1.To interpret parliamentary procedure according to Robert's Rule of Order.
- 2.To coordinate the scrapbook committee and District Top 10 Projects.
- 3.To coordinate the resolutions committee at the district conferences.
- 4.To design and coordinate District III overnighter