

# Clark-Shaw Student Council Officer Campaign Guidelines 2023-2024

## Do you want to be a Clark-Shaw Student Council Officer?

**Eligibility to run-** Must be an approved and elected 2023-2024 **Homeroom representative** in good academic and behavior standing. Must be in seventh or eighth grade. \*Must have signed up with Mrs. Mattern by Friday, 9-15-23, and followed campaign guidelines.

**. Officer positions- President- (8<sup>th</sup> grade) Vice President (7<sup>th</sup> Grade) Secretary (7th Grade) Treasurer (8th Grade)**

## Duties of Student Council Leaders



### President

- ❖ Represent the student body at school, district, and civic meetings
- ❖ Develop agenda for and preside at student council meetings.
- ❖ Knows the basic rules of parliamentary procedure.
- ❖ Votes when there is a tie.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

### Vice President

- ❖ Represent the student body at school, district, and civic meetings (as requested by the president)
- ❖ Knows the basic rules of parliamentary procedure.
- ❖ Serves in the absence of the president.
- ❖ Coordinates the work of committees.
- ❖ Heads important committees.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

### Secretary

- ❖ Keeps accurate minutes of meetings.
- ❖ Handles all council correspondence.
- ❖ Reports at each meeting the minutes from previous meeting.
- ❖ Type materials for student council officers and committee chairpeople.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.



### Treasurer

- ❖ Presents proposed budget of activities to the student council.
- ❖ Handles all funds.
- ❖ Keeps accurate record on income and expenses.
- ❖ Reports at each meeting on money matters.
- ❖ Coordinates fundraising projects of the student council.
- ❖ Conducts him/herself with academic integrity and exemplary conduct.

## 2023-2024 Student Council Election Timeline

- **Wednesday, Sept. 6-** Interested students obtain HR rep applications in HR (or on Clark Website)
- **Wednesday, Sept. 13-** Deadline for submission of completed application to homeroom teacher.  
\*Homeroom rep elections. Students vote on **one** homeroom representative from that homeroom's applicants.
- **Wednesday, Sept. 13 through Friday, September 16-** 7<sup>th</sup> and 8<sup>th</sup> HR reps interested in running for officer position must pick up campaign guidelines handout from Mrs. Mattern, room 125, and must sign up with her to run. (You will not be on the ballot if you do not sign up with Mrs. Mattern by Friday, 9-16-23 at 3:00.
- **Friday, September 15** Student-made campaign videos for students running for President, Vice President, Secretary, and Treasurer need to be submitted to Mrs. Mattern by email or flash drive before 3:00.(see guidelines below)
- **Monday, September 18, 2023** Candidates may hang campaign posters. (See guidelines below)
- **Tuesday, Sept. 26, 2023-** - Elections will take place in all Homerooms. Officers will be announced Wednesday. Candidates are responsible for removing all posters by the end of the school day Tuesday, September 26, 2023.

## Student Council Campaign Guidelines 2023-2024

**Congratulations on choosing to run for an officer position! Candidates will be allowed to put up no more than 6 campaign posters in the halls and cafeteria, and they may videotape a 30 second speech that will be shown in homeroom on the Eagle Eye News during campaign week. (Monday 9-18-23 through Tuesday 9-22-23)**

### Campaign Guidelines:

1. Each candidate should create and submit a 30 second campaign speech video telling the student body who you are, the position for which you are running, why you think you are the best candidate for that position, and one idea that benefits our school or community that you would like to try if you are elected. This video is due to Mrs. Mattern for approval on September 15th. If you take the video on your phone you can send it by email. (hlmattern@mcps.com) It needs to be in mp4 format so that Mr. Sikes can play it. Your Video needs to be submitted to Mrs. Mattern in room 125 on a flash drive or by email by 3:00 Friday, 9-15-23, or it will not air on the news. No costumes or distracting music, please. Please be sure you are dressed appropriately in the video.
2. Candidates may hang up to six appropriate posters in the halls and in the cafeteria starting on Monday, 9-18-23. Please make these standard poster size or smaller. Please do not cover other candidates' posters, teacher displays, or windows. Per administration, please do not use tape to hang posters in the halls because we have new paint. You may use magnets on most walls, and tacks where there are strips. (7<sup>th</sup> and 8<sup>th</sup> grade halls also have metal trim below the high windows which will hold magnets. You may use tape to hang in the cafeteria, but only on the tiles. You will be responsible for taking your posters down by 3:00 on Election Day, 9-26-23. Please make sure that your photographs, artwork, and mottos on these posters are middle-school appropriate. Posters deemed inappropriate by administration will be removed.
3. Candidates may not hand out food, candy, or money during campaigning. Appropriate campaign stickers or badges are allowed. Students are not permitted to wear stickers on their faces.
4. Candidates must refrain from making any unrealistic promises in speeches, posters, or in person. You will not actually have the authority to outlaw homework, change the lunch menu to all ice cream or have a pool installed into our gym. Please be realistic and honest with your voters.
5. Candidates must not speak negatively about other candidates or about any program or person at our school. Your campaign should focus on what you have to offer. Be positive!