



## 2021 Brochure for Campaigning and Elections

### **Officer Responsibilities:**

The duties of the **President** shall be:

- To make all necessary arrangements, including financial, for hosting the annual conference, and to preside at all general sessions.
- To appoint committees and give the keynote address at the annual conference.
- To submit a complete financial report of the conference to the Executive Director before the close of the school year in which the conference is held.

The duties of the **President Elect** shall be:

- To serve as host for the following year's conference.
- To attend the E-Board meetings and shadow the president school.
- To make arrangements, including financial, for the following year's conference.
- To serve as administrator for the SASC social media communications.
- To assist the co-advisors with the project award duties.
- To recruit new members

The duties of the **Vice President** shall be:

- To preside in the absence of the President.
- To preside during the campaigning and voting sessions.
- To arrange for discussion groups and leaders.

The duties of the **Secretary** shall be:

- To record minutes of all meetings and keep a written record.
- To publish a conference report or journal for all member schools after the close of the conference.

The duties of the **Parliamentarian** shall be:

- To see that correct parliamentary procedure and the constitution and bylaws are followed at all general sessions.
- To receive proposed amendments to the constitution and bylaws and notify member schools.
- To serve as timekeeper during the campaign speeches or rallies during the conference.
- To conduct the election at the annual conference.

### **Eligibility and Intent to Run:**

All schools running for office:

- Must have been an SASC member school for two previous consecutive years;
- Must have had an active council for three previous consecutive years... *A waiver will need to be filled out for member schools that are planning to run for office if they did not attend conference the year prior.*
- **Each office will be represented by two students and one advisor (with the exception of the office of president, which will be allowed 2 advisors.) The students inducted as officers are the students who will hold the office.**
- Must present to the Parliamentarian school an "Intent to Run" letter which must be sent by **certified mail** and postmarked by **October 2, 2021.** This written statement must be signed by the Director of

Schools (candidates for President only), Principal, Advisor, and Students running for office indicating the ability and willingness of the school to fulfill the obligations of the office.

The parliamentary school will notify the candidate school upon receipt of the letter with the principal's signature. Once the intent is submitted, no candidate school may run for a different office unless there is a vacancy. An eligibility requirement may be waived by a 2/3 majority vote of the advisors in attendance at the business session.

### **Candidate Meeting:**

- Each school seeking office will be required to attend the **MANDATORY** candidate meeting on the opening day of the convention. *The Parliamentary school will be in the Gym from 1:00 p.m. – 1:30 p.m.; skit previews by designated time from 1:30 pm – 3:00 pm.* On the intent to run form, please mark an estimated arrival time. If for some reason your school will be arriving after the allotted meeting time, please inform the Parliamentarians and they will schedule a special meeting with you. A contact number will be supplied once the candidate school is made official.
- No candidate will be permitted to begin campaigning on campus without attending this meeting!
- Candidate schools **must** bring a sample of all campaign materials to the meeting to be approved by the Parliamentary school. In the case of a school using materials that were not approved, the school could be disqualified from running for office. Each school will be assigned a practice time where its skit will be previewed. All members participating in the skit must wear the same outfit for the preview that will be worn on the stage. Only registered delegates may take part in the skit and all participants must adhere to the conference dress code.

### **Campaign Speeches:**

Candidates will be required to present two speeches at the General Sessions. All speakers must be in business attire. You should present these speeches in the manner in which you would a job interview for your dream job, you want to present yourself to the highest standard. **DRESS FOR SUCCESS!**

- Dress code requirements for on-stage appearances:
  - Boys – Dress slacks and long-sleeve shirt. A tie **must** be worn.
  - Girls – If wearing a skirt, it is required to be **at least** knee length – **coming to the crease in the back of the knee.**
  - All on-stage attire must additionally be in line with the Conference's Stage dress code. Please refer to it.
- The first speech given at the first general session should be an introductory speech lasting no longer than one minute. This speech must be given by **only one** person.
- The second speech will be given at the Political Rally. This should be more detailed but be no longer than two minutes. This speech may be given by the one or two people that will be the representatives for your school on the Executive Board.

The Parliamentarian(s) will time both speeches. Microphones will be turned off if time limits are exceeded, and the candidate school must exit the stage at this time, with no further campaigning.

**The stage your skit will take place on is 36x16 feet, and 32 inches high.**

### **Campaign Skits**

Each candidate school is allowed **four** minutes to perform a skit. Schools pursuing the office of President Elect are allowed **six** minutes.

- Skits should focus on the school's qualifications for office.
- Skits must be the same as what was presented during the preview on Saturday.

- Only 50% of the skit may be a video recording and the participants in the video **MUST** include only registered delegates present at the conference.
- Skits designed for only entertainment purposes are discouraged. **Please** make sure there is a leadership message and your school's qualifications for office addressed in your skit.
- Any prop and/or AV ideas or needs should be sent to the Parliamentarian school with the letter of intent.
- Candidate schools will have one (1) minute of set up time prior to presenting the skit on stage. This will be enforced at practice as well.
- Candidate schools will be assigned a storage space for props and a classroom for campaign materials.

### **Dress Code for Skits:**

All on-stage attire for all skit participants must additionally be in line with the Conference's Stage dress code. This includes **ALL** individuals wearing costumes on stage **AND** in a campaign video component.

- Boys – cargo or jean style shorts only—NO “short” shorts, no athletic shorts.
- Girls - long shorts (i.e. walking shorts, Bermuda shorts, school-appropriate shorts— NO “short” shorts, no athletic shorts, no cheerleading shorts, etc.)
- For bottom wear that does not meet the required dress code length and tops that do not have sleeves, colored tights/undershirts may be worn that are non-flesh colored.
- No sagging pants
- No pants with rips, tears or holes that show skin (or underwear)
- **Shirts must have sleeves; no tank tops; no spaghetti straps; no low-cut shirts**
- No midriff shirts; no cut-off shirts. Shirts and pants, shorts, etc. must “meet in the middle”
- No hats/caps worn inside (may be allowed in skit only)
- No bare feet at any time

### **Campaign Rules/Suggestions:**

No campaigning may be done in General Sessions at all!!! Campaigning may take place outside General Sessions **before or after sessions.**

- **Informal:** talk one-on-one with people . . . word of mouth is a powerful thing and new friends can be made in the process!
- **Skit:** informative, yet entertaining is the best way to go. Make it memorable and highlight your Leadership abilities, experiences, and theme.
- **Speeches:** sell your school without being too wordy because the message might get lost in translation. BE prepared!!!

### **Sample Materials:**

- Business cards that include school name, position sought, etc.
- Buttons are appealing because they can be worn on multiple conference days.
- T-shirts and costumes that show your theme/slogan are fun and memorable.
- Keep it simple . . . Don't spend a lot of money!
- Emphasize your theme.
- Candy is always popular but be prepared to pick up wrappers to help keep the host school clean.
- Campaign Tables - Candidate schools should prepare a tri-fold board highlighting the school and council's qualifications for running. This board should include a brief biography of the school, the council, and the council's representatives.

All candidates must take down materials before the last General Session on Sunday.

### Host School Campaign Restrictions:

- ✓ **STICKERS ARE NOT PERMITTED!**
- ✓ **GUM IS NOT PERMITTED!!**
- ✓ Posters and signs may be hung up in designated areas throughout the hallways. No candy on posters (empty wrappers are fine). No materials in the restrooms. No duct tape may be used to hang signs. All areas will be identified at the candidate meeting.
- ✓ Each school may have no more:
  - Sixteen (16) 22" x 28" posters
  - Thirty (30) 8 ½" x 11" flyers
- ✓ Yard signs are permitted; however, wooden stakes should not be used as they can leave sizeable holes in the ground. Signs that are posted with two small metal poles would be allowed but, due to the limited space that will be allotted for posting yard signs, each candidate school will be limited to no more than three (3) yard signs.
- ✓ No headgear in General Sessions, unless as a part of a costume for the skit when performing the skit. OTHERWISE, please remove your hats out of respect.
- ✓ All candidate schools **MUST** clean up campaign materials that have fallen or are torn each day.
- ✓ Campaign materials may not be distributed of any type prior to the candidate meeting where campaign materials are previewed and approved by the Parliamentarian school.
- ✓ Once schools have been notified by the Parliamentarian school that the Intent to Run form has been received then social media campaigning may begin.
- ✓ All social media posts must be positive and about your school only. ALL campaigning should be positive in nature. Any negative campaigning could result in school disqualification for office.
- ✓ **NO CAMPAIGN MATERIALS ARE TO BE DISTRIBUTED AT THE HOTEL.**

### Campaign Checklist:

- Intent to Run
  - Postmarked and mailed returned receipt by October 2, 2021
  - Signed by Director of Schools (Candidates for President only)
  - Signed by Principal
  - Signed by Advisor
  - Signed by Students
  - Must include cell phone numbers for Candidate school advisors.
- Campaign Meeting
  - All campaign materials available for preview.
  - Candidate School Advisor and Representatives Present
- Campaign Speeches
  - Printed Copies of both the 1 minute and 2 minute speech turned in to Parliamentarian school at candidate meeting.
  - Candidate representative clothing **MUST** be approved by the Parliamentarian school prior to arriving at Convention. A picture of candidates in the outfits to be worn must be emailed to

the Parliamentarian school **BEFORE** October 2, 2021. There can be no changes in attire once the outfit is approved. Failure to comply with appropriate stage attire will result in the student not being allowed on stage – this includes skit, speeches, and induction if elected.

- Campaign Skits
  - Skit AV requirements included with the Intent to Run letter to the Parliamentarian school.
  - Skit Video available via Flash drive or internet link if applicable.
  - Printed Copies of skit script turned in to the Parliamentarian school at candidate meeting
  - Candidate school present for skit preview at assigned time.

**Additional Points of Interest:**

- 1. President will not be an office voted upon. President-Elect is a two year office which the representatives will assume the office of President in the 2<sup>nd</sup> year of office.**
- 2. In the event of no President-Elect, the following year, a President and President-Elect will be voted upon.**
- 3. Failure to attend the planning session for the next year's conference, once elected into office, will result in the student being removed from the board.**
- 4. If a school must replace a board member, it must be done before the planning session. If one of the student officers for a school is unable to uphold the requirements of the office after the planning session the school will be represented by only one officer.**