

Virginia Beach Middle SCA Election Packet 2021-2022

Timeline for Elections

Date	Information
Tuesday March 30th	Applications for SCA office become available (posted on Schoology, announcements and via parent newsletter & AlertNow).
Wednesday, April 14 by 4:30pm	Completed applications submitted to Ms Wilson or Mrs. Drew via Google doc NO LATER THAN 4:30PM. Only applications that are fully completed and signed by your parent/guardian will be accepted.
No later than Friday, April 16	Students will be notified if they are candidates.
Monday, April 19	Mandatory candidates meeting (Monday, April 19 at 3:30pm on zoom). Candidates not attending this meeting may be removed from the ballot.
Friday, April 30 by 4:30pm	Google slide "campaign poster" and copy of speech are due to Ms. Wilson or Mrs. Drew NO LATER THAN 4:30PM.
Tuesday, May 4-Friday, May 7	Campaigning begins: all campaign rules must be followed! <u>All campaign materials must be approved by the SCA advisers prior to this week in order to be included on the morning announcements.</u>
Tuesday, May 11	SCA Election Day- candidate's speeches will be shown through Homeroom/SEL bell and current 6th and 7th grade students may vote up until 4:30pm on Tuesday, May 11.
Wednesday, May 12	Mandatory candidate meeting (Wednesday, May 12 at 5:15PM on zoom) to announce election results. Results will be posted on the announcements and Schoology the next morning, May 13th.
Date and time TBD	Installation ceremony for newly elected officers

Campaign Rules

Eligibility Requirements: Student leaders are role models – both inside and outside of the classroom. They should:

- Have no grade lower than a "C-" in any academic subject during the previous grading period.
- Be in good standing with the school with no discipline referrals during the last calendar year.

Campaign Guidelines:

- Campaigning begins on *Tuesday, May 4* and ends on *Friday, May 7*.
- Your Google slide "campaign poster" and copy of speech are due to Ms. Wilson and Mrs. Drew **NO LATER THAN 4:30PM- on APRIL 26.** All campaign materials must be approved by the SCA advisers prior to this week in order to be included on the morning announcements.

- Campaigning should be limited to *only members of the student body*; adults (including teachers, parents, grandparents, etc.) and other children/siblings who do not attend this school should not be actively campaigning.
- *There will be NO campaign materials allowed to be posted or passed out to students in the building. Campaigns will be limited to the morning announcements and the video shown on Election day, Tuesday, May 11, during the SEL/Homeroom bell.*
- *There should be NO Social Media Campaigning.*

Speeches:

- Speeches should be recorded at home and should be no longer than one minute in length. They should be submitted to Ms. Wilson and Mrs. Drew **by FRIDAY, APRIL 30, no later than 4:30pm** for approval. Speeches will be returned to each candidate with approval, or with changes/suggestions/corrections to be made. Once your speech has been approved, you cannot make changes to it!
- Speeches will be shown together on Tuesday, May 11 during the SEL/Homeroom bell.
- Do not mention any other candidates in your speech. Your speech should focus on your qualifications as a candidate. Keep things positive!
- Speeches can be up to one minute in length.

Elections:

- In the event of a tie, a run-off election for only that position will be held as soon as possible to determine a winner.
- Other than announcing the winner of each position, no other information will be given regarding election results.
- Winners of the election will be announced for candidates only at the mandatory Zoom meeting on **WEDNESDAY, MAY 12 at 5:15PM**. The winners will be announced *during the morning announcements* during SEL/Homeroom for the rest of the school.

Negative campaigning or “trash-talking” will NOT be tolerated; this includes any social media platforms. Any candidate running for SCA office should be courteous and respectful of their fellow candidates.

Any conduct that may violate the integrity of the election process may result in a candidate’s name being removed from the ballot or from the elected position; this is at the full discretion of the school principal.

SCA Officer Application and Contract

Before completing this application, please understand the importance of holding an SCA office.

As a potential candidate and officer, you should be a ROLE MODEL to the student body.

Brief descriptions of officer responsibilities are included in this packet. Please read them carefully before completing this form. This is a serious commitment, which requires your time and dedication.

Full Name:	Nickname:
Current Grade Level:	Teacher's Name:
Parent/Guardian(s) Name(s):	
Parent/Guardian Email Address:	
Parent/Guardian Phone Number(s):	

Please check any officer position that you are interested in running for in the space provided. The Selection Committee will determine the slate of candidates for each position based on qualifications, experience level, and number of candidates per office. Responsibilities for each officer position can be found on the last page of this packet.

- _____ **President**
- _____ **Vice President**
- _____ **Secretary**
- _____ **Treasurer**
- _____ **Reporter/Historian**

In what programs, clubs, or activities do you currently participate? Please list any within the school and community.

What are three important characteristics of a good leader? Please explain your answers.

Why do you want to be an SCA officer? What do you hope to do as an SCA officer?

For SCA meetings, what times are best for you to have transportation available?

_____ **Before school**

_____ **After school**

_____ **Both before and after school**

For the potential candidate, please read the following and sign below:

- I have read the Timeline of Elections and Campaign Rules and I understand them fully.
- I understand that SCA officers meet often and that attending those meetings and carrying out the duties of my office are a priority.
- I understand that being an SCA officer requires a high level of dedication and responsibility; this also means being a role model within my school and community.
- I understand the rules, guidelines, and deadlines listed in this packet, and I agree to abide by all of them; I also understand that not following these rules, guidelines, and deadlines may result in removal from the ballot or from office.

Candidate Signature: _____

For the parent/guardian of the potential candidate, please read the following and sign below:

- I understand that my student is running for SCA office, and I agree to the guidelines of elections, campaigning, and officer position, as detailed in this packet.
- I understand that any conduct that violates the integrity of the election process may result in a candidate's name being removed from the ballot or from the elected position; this is at the full discretion of the school principal.

Parent/Guardian Printed Name: _____

Signature: _____ Date: _____

Teacher Recommendations

You will need THREE teacher recommendations. Please list TWO CORE teachers from this school year that you would like to fill out a recommendation form for you. They can be from Term 1 or this current term. Please also list the name of ONE VBMS staff member of your choice to fill out the final recommendation.

Core recommendation 1: _____

Core recommendation 2: _____

VBMS teacher or staff member of your choice: _____

Officer Responsibilities

ALL OFFICER POSITIONS:

- Should have no grade lower than a "C-" in any academic subject during the previous grading period.
- Should be in good standing with the school with no discipline referrals during the last calendar year.
- Is dedicated to the SCA and the success of its events and programs
- Will offer positive leadership, serve the school and its students, and promote a spirited and inclusive school community
- Is a role model and represent the SCA and the school in a respectable manner, both in the school and community

President

- Presides over all General Assembly meetings, keeping discussion orderly and focused on the business at hand
- Works with the SCA adviser and other officers to plan agendas for officer meetings, Executive Council meetings, and General Assembly meetings
- Serves as "first citizen" of the student body, being a host to visitors and guests
- Other duties as designated by the SCA adviser or principal

Vice President

- Assumes the duties of President in their absence
- Oversees any committees of the SCA and the committee chairmen
- Other duties as designated by the SCA adviser or principal

Secretary

- Keeps an accurate record of attendance at all SCA meetings
- Takes notes/minutes on all meetings and submits to the SCA adviser

- Other duties as designated by the SCA adviser or principal

Treasurer

- Works with the SCA adviser and school bookkeeper with all SCA funds
- Gives an update on the SCA's financial status at each General Assembly meeting
- May serve as the Fundraising Committee chairman or as a special liaison to this committee
- Other duties as designated by the SCA adviser or principal

Reporter/Historian

- Assists with the SCA calendar and bulletin board to post all meetings and events
- Works to make sure the student body is informed of all SCA events by helping to publicize meetings and events through morning announcements, PTA newsletters, and/or social media.
- May create a scrapbook of SCA meetings and events by taking pictures and collecting memorabilia
- May serve as the Publicity Committee chairman or as a special liaison to this committee
- Other duties as designated by the SCA adviser or principal