

**Chapter Election
Packet For Kochavim
BBG #2513 ~
37th Chapter Board
Summer/Fall Term**

Dear Potential Chapter Board Candidate,

Congratulations! You are now beginning your amazing journey to caucus for Kochavim BBG #2513 Chapter Board. This packet's purpose is to educate you on **every** part of the election process and ensure you are on the right path to an amazing term in this awesome chapter. Whether this is your first time running for a board position or not, I am so SO proud of you. This is a huge step to becoming the leader in PWR, in the international order, and especially the chapter that you all can be. I want to remind everyone that each and every position is **EXTREMELY** important - and even if you are not on board, you are equally essential to the chapter. If you decide to continue with this election process, please understand the following: being on chapter board IS HARD WORK. If you want your chapter to succeed, it is up to uphold your responsibilities as a board member. Although you may have other priorities, keep in mind that being on board does take up some time. Attending chapter meetings, having board meetings every week, doing whatever your position asks of you, attending convection, and supporting fellow board members all take up time. If you want to put in the time, you can make it happen. While going through this process, I want you to remember that losing is okay; it will only push you to work harder for next time. I wish you all the luck I can offer you for your election, whatever the outcome, and I am so very proud of you all! I am here for everyone no matter what!

Submitted with Undying love, Riley Addison Cutler, your 36th N'siah
Feel free to reach out with any questions: 310 745 3332

Things to consider when running for board:

- ★ You must have an understanding with your parents about being on board! Make sure your parents support and fully understand your new time commitment
- ★ You are available to ATTEND BOTC and represent Kochavim. It is **expected** board members attend all conventions and regional events: Your leadership is necessary!
- ★ You have the time to commit: There are 168 hours in a week, 56 of which you should be sleeping. Kochavim is proudly full of overachievers! If you are the president of 5 other clubs, can you give this your all?
- ★ You can maintain a response time (via text, email, call) of 24 hours
- ★ You are in good standing (If you don't know what this means, you're probably in good standing so don't worry about it!)
- ★ You are available for meetings Wednesdays from 7-8 and are able to arrive early to set up and stay late to clean up most days
- ★ You are available for calls before 9pm on at least 1 weekday *not wednesday*
- ★ You are HYPE about KOCHAVIM!!! We are in charge of maintaining and promoting chapter pride, which means you'll be the one jumping around getting people excited!
- ★ Are you doing this because you want a title or do you actually want to be on board and *fulfilling the time commitment*? Please consider this deeply

Election Timeline

DUE DATE	ITEM
April 29	Chapter election packet is sent out in Groupme
April 29	Declarations open
May 21	Declarations close (at 11:59 PM)
May 25	All parent-teen contracts due *THIS IS NEW*
May 29	All platforms are due (by 11:59 PM)
June 3	Kochavim Elections (chapter meeting, but longer)
June 5	Installs/ Riley's States/Dismissals

Please note that you are responsible for meeting these deadlines - I will not be reminding you other than verbally to the whole chapter

All items must be emailed to mara and i at
Mara.lorin@me.com AND kochnsiaah@gmail.com

Official Declaration Form

You CANNOT run for chapter N'siah, Sganit, or Morah if you have never been on board

As our previously passed motion – you CANNOT run for chapter N'siah, if you have never been N'siah, S'ganit, Morah or Shli'cha

***Please fill in and email to Riley (kochnsiah@gmail.com) and Mara (mara.jorin@me.com)**

I, _____ (your name), caucus for the very High and Honorable position of Chapter _____ (your position) of Kochavim BBG #2513 for the Summer/Fall 37th programming term.

Add your slide overs (optional)! You can pick 2, and they must be lower in board order than the position you are caucusing for. If you are unsuccessful in your election, slide overs allow you to have an opportunity to run for something else.
Ex: Running for Sh'lichah, sliding over to Mazkirah, and Sunshine Girl

My slide overs are the very High and Honorable position of Chapter _____ (slide over position 1), and the very High and Honorable position of Chapter _____ (slide over position 2).

Pre-Election Contracts

If you have ever run for board before, you will see that this is new!

Hi! Welcome candidate!

To ensure that everyone running for board understands the commitment of time, effort and energy that every board member needs. This is to ensure that everyone is committed 100% to the position they are running for. Please fill out this form with all of the necessary things for your caucus positions and slide overs and please sign it yourself and have your parent/guardian sign it. If you have any questions because this is new please do not hesitate to text or email me. **This should be submitted AFTER declaring for board - not prior!!!!**

In addition to your position commitments, you are acknowledging that you will not act in politicking. Politicking is discussing your caucus or election with anyone other than me (Riley). If I hear about politicking, you will get either a **warning**, or will have to **drop your candidacy** - which is the last thing you or I want).

****please note! If you do not have access to a printer, please tell me! I do not want this to be the reason you cannot run. Text me (riley) if you would like help printing it****

Please find the link for the contract here:

 Kochavim BBG's 37th Board Candidate Contract

This is due May 25 at 11:59 PM and you are responsible for remembering to do this. I will **not be giving reminders**.

Position Breakdown

N'siah:

Serving as N'siah (President) of your chapter is a large and honorable undertaking that all BBGs have the opportunity to achieve.

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**The N'siah:** Average 5-7 hours of work per week

- ★ Can NOT run as co's (only one person)
- ★ **MUST** previously have held N'SIAH, S'GANIT, MORAH OR SHL'ICHA to run for this position
- ★ Leads their chapter
- ★ Oversees the chapter board
- ★ Works with each board member to help accomplish their individual goals
- ★ Represents their chapter to their region
- ★ Runs business meetings
- ★ Make sure the board is fulfilling its responsibilities
- ★ Communicates with the chapter advisors
- ★ Presides over chapter elections
- ★ Is responsible for the well-being of the chapter
- ★ Keeps constant communication with the regional N'siah
- ★ Must have served at least one term on board
- ★ Represents the chapter to the region, international order, and the community at large
- ★ Attends Regional Execs at the beginning of the term
- ★ Coordinates and plans chapter elections
- ★ Is in constant communication with the Advisors to keep them informed
- ★ May not miss more than 3 meetings during their term
- ★ Supports and encourages every BBG to be their best self

(If you have any questions, reach out to the current N'siah - Riley Cutler)

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S'ganit:

The job of the S'ganit (Vice President of Programming) is to coordinate programming, spearhead programming initiatives, and work with a large group of inspiring counterparts to strengthen program excellence across the movement.

The S'ganit: 3-5 hours per week

- ★ Can NOT run as co's (only one person)
- ★ Is responsible for programming in all of the Six Folds
- ★ Presides over committees for events
- ★ Coordinates all chapter chairmanships
- ★ Assumes all duties of the N'siah when absent
- ★ Sustains constant communication with the regional S'ganit
- ★ Is in charge of chapter calendar to make sure there are no conflicting dates
- ★ Sends out a monthly calendar with all chapter and regional programs
- ★ Works with other S'ganit throughout the region to share ideas and plan programs together

(If you have any questions, reach out to current S'ganit - Chloe Rumbold)

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## Morah:

Morah (Vice President of Recruitment) is responsible for a top priority of BBG: the growth of our movement. The Morah should be focused on recruitment of new members and retention of current members.

**The Morah:** 3-4 hours per week

- ★ Can NOT run as co's (only one person)
- ★ Coordinates chapter recruitment efforts
- ★ Coordinates chapter retention and re-education efforts
- ★ Guides and directs members in the re-registration process
- ★ Educates new members on BBG and BBYO traditions and history through MIT classes
- ★ Is responsible for keeping sisterhood strong in the chapter
- ★ Keeps constant communication with the regional Morah
- ★ In charge of Parent education (PIT) to introduce or update parents on the order and Kochavim
- ★ Works with N'siah to plan chapter MIT, Bigs & Littles, and Inductions at the end of each term
- ★ Enhance sisterhood in the chapter and create strong bonds
- ★ Responsible for putting full effort into membership campaign (October/March)
- ★ In charge of keeping in communication with PR opportunities from prior or active terms

(If you have any questions reach out to the current Morah - Liana Shamoil)

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Sh'lichah:

The Sh'lichah (Vice President of Jewish Heritage, Community Service and Social Action) is responsible for both the Jewish Enrichment and the Initiatives/Advocacy/Service pieces of BBG in their chapter.

The Sh'lichah: 3-4 Hours per week

- ★ Can NOT run as co's (only one person)
- ★ Plans Judaic, community service and social action programming
- ★ Works to promote the chapter's Stand UP cause (Sharsheret) through philanthropy, service and advocacy + fundraising
- ★ Plans all Shabbat/Havdalah services and events
- ★ Educates chapter on Jewish customs and holidays
- ★ Keeps constant communication with the regional Sh'lichah
- ★ Serves as the chapter's advocate for international Sh'lichim campaigns (such as Jserve or Global Shabbat)

(If you have any questions reach out to - Maya Petlak)

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## Mazkirah:

The Mazkirah (Corresponding Secretary) is responsible for all communication within the chapter or region. Utilizing the latest and most innovative communication methods, it is the Mazkirah's responsibility to ensure that every member knows about everything happening in the chapter and in the local community. The Mazkirah has the responsibility of taking minutes (notes) at chapter meetings and board meetings. The Mazkirah should prepare the minutes to be sent to the chapter at the end of each meeting.

**The Mazkirah:** 3-4 hours per week

- ★ Can NOT run as co's (only one person)
- ★ Communicates with the chapter through different mediums
- ★ Sends parent monthly email
- ★ Informs chapter members of upcoming events
- ★ In charge of chapter roster which includes everyone's number and address
- ★ Ensures all members are in chapter official chat
- ★ Updates chapter social media
- ★ Is in charge of setting up carpools to events not in the area, or to those who need
- ★ Takes minutes at board meetings
- ★ Manages chair positions (Safrachet, Sunshine girls)

(If you have any questions reach out to the current Mazkirah - Sasha Shiri )

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Gizborit:

The Gizborit (BBG Treasurer) is responsible for everything finance-related in the chapter. Whether it is overseeing chapter funds, planning fundraisers, or managing the chapter's contribution to the International Service Fund, the Gizborit must always be focused on keeping the chapter's best interest in mind when it comes to overseeing the chapter finances.

The Gizborit: 1-2.5 hours per week

- ★ Can NOT run as co's (only one person)
- ★ Keeps track of incoming and outgoing chapter funds
- ★ Plans chapter fundraisers
- ★ In charge of making merch for the chapter, region, and/or to sell at BOTC
- ★ Responsible for making board merchandise
- ★ Responsible for ensuring Kochavim has good support on #GivingBBYODay
 - This means coordinating with Regional Gizborim, attending the calling party, and bringing hype to the chapter about GBD
- ★ Manages annual contribution to the International Service Fund (ISF) to support global Jewry
- ★ Communicates with chapter advisor concerning chapter finances
- ★ Keeps in constant communication with the regional Gizborit

(If you have any questions reach out to - Talia Sokolove)

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## Sunshine Girl:

The Sunshine Girl is responsible for bringing happiness and sunshine to all meetings and events. The BBG should know all chapter members' birthdays and will be responsible for doing something for each one on their birthday or at a meeting that is close to it. This is technically a chair position, not a board position, and is to be managed by the Mazkirah.

**The Sunshine Girl:** 1.5-2 hours per week

- ★ Is positive
- ★ Brings happiness and sunshine to each meeting
- ★ Finds their own way to celebrate everyone's birthday
  - Instagram, gifts, etc
- ★ Can run as co's (two people)

(If you have any questions reach out to the current Sunshine Girl - Adyn Fife & Lenore Hanien)

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Safranit AND Orechet (aka Safrechet):

The Orechet is responsible for the communication of chapter news to external stakeholders. The BBG in this position should have experience with news editing and publishing. The Safranit is responsible for capturing awesome moments at meetings and events. The Safranit should always be prepared with their camera/phone to capture these moments. Together, they are responsible for the Tiktok & Newsletter & works with Mazkirah to craft monthly parent emails. This is technically a chair position, not a board position, and is to be managed by the Mazkirah.

The Safrechet: 1-2 hours per week

- ★Creates and distributes chapter newsletter (posted on instagram)
- ★Makes weekly Tiktoks at chapter meetings/events
- ★Helps Mazkirah in making of parent newsletter
- ★Can run as co's (two people)

(If you have any questions reach out to the current Safrechet- Liz Hurwitz & Sarah Simms)

Madricha:

The Madricha (Parliamentarian) is traditionally the past N'siah of the chapter/council/region. The Madricha acts as a mentor to all members of the chapter, especially the chapter leadership, to ensure that all operations are flowing smoothly and that every BBG has the same passion for our Order that the Madricha has.

The Madricha:

- *Is not elected

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## **Current Chapter Board:**

N'siah: Riley Cutler

S'ganit: Chloe Rumbold

Morah: Liana Shamoil

Sh'lichah: Maya Petlak

Mazkirah: Sasha Shiri

Gizborit: Talia Sokolove

### **Current Chapter chair positions:**

Sunshine Girls: Adyn Fife & Lenore Hanien

Safrechets: Sarah Simms & Liz Hurwitz

Madrichah: Joelle Weiss

# Election Process

## ELIGIBILITY

In order for someone to be nominated, elected, and to serve on the Kochavim board, they must be in good standing. Member-in-good standing will be determined by the chapter N'siah and Advisor(s). This means that they regularly attend events. For the position of N'siah, S'ganit, or Morah member must have first already served at least one term on chapter board, that does not include a chair position.

## CAMPAIGNING & POLITICKING

There will be absolutely no campaigning/politicking during the election process. This means not discussing the position you are running for, saying the phrase "Vote for me," etc. "Vote for me" should not be written anywhere in your speech or platform. Politicking not only means saying "vote for me", but also includes any discussion about your caucus for the election. No one is allowed to know that you are caususing. Just remember, the only people that should know you are running for a certain position are the current N'siah and the advisors. The only exceptions are with the person holding the position you are running for and the regional board member in that position. You may not distribute anything to the chapter members before or during the election. **The only thing that may be distributed during the election day is the candidate platform.** If a member is caught politicking/campaigning, your candidacy will be disqualified.

This term there will be something new! Prior to being elected, all candidates must make a COPY of this document, FULLY READ IT and then have both you and at least one of your parents/guardians sign this before being turned in by the deadline. Please find the link here

## PLATFORMS

Platforms must be approved (emailed to) Riley by **May 29 by 11:59 PM**. Platforms must only include the following: *goals for the upcoming term, awards, qualifications, outside of BBYO activities, and a personal statement by the candidate.* Platforms may be in any shape not exceeding 8.5" x 11" in overall size. **All platforms must be printed on plain white paper with no other colors or designs.** There may be various fonts and designs but everything **must be in black-and-white**. Each candidate is allowed 1 small item of color to do their signature **in a color pen (your signature can be a single color other than black).**

Platforms may not be professionally typeset. Paperweight may not exceed 70 lbs. Platforms *can* cover both sides of a sheet of paper. All platforms must be brought with you to chapter elections (**YOU MUST PRINT IT YOURSELF**). Please bring around 40 copies (if this number changes i will let you know).

Kochavim Old Platform examples can be found here [Platform Examples](#)

If you want more examples, look up fisher platform on google – this is a site full of hundreds of platforms (position based and level based – regional, chapter, etc)

## MEET THE CANDIDATES

There will be a brief Meet the Candidate forum for all declared candidates during which they will distribute their platforms and allow for questions about the platform. All candidates will receive one minute to explain their platforms as their platforms are being passed out. In a runoff election, they will also be asked a question that the chapter thinks of before the re-election of each position (if there have already been two unsuccessful elections). All candidates will receive 30 seconds to think about the question and 1 minute to answer.

## THEMES

It is a common part of elections to have a theme. Your theme can be anything that pulls extra attention to you. Most of the time platforms, speeches, and outfits are all related to a person's election theme.

## SPEECHES

Those declared for the position of Chapter N'siah will be given four minutes to deliver their speeches. All other candidates will be given three minutes to recite their speech. Under NO circumstances will any candidate be allowed to say "Vote for me" or have another chapter member help them carry out their speech. Remember to print your speech out beforehand as you will not have your phone.

## NOMINATIONS

If you choose to not caucus for a position or want to run for a position you did not caucus for, you may still be nominated and run for the position (except N'siah) on the day of elections. Nominees do not hand out platforms or participate in meeting the candidates. As a nomination, you will have the opportunity to make a one-minute speech where you state qualifications only and can't use the words "I" or "me".

## SLIDE OVERS

If you are unsuccessful in your election, you may run for a "lower" position (if previously stated to N'siah and advisors in declaration email). As a slide over, you will have one minute to list your qualifications in and out of BBYO and can't use the words "I" or "me".

# WHAT WILL CHAPTER ELECTIONS LOOK LIKE?

Below is a run-through of what to expect and what the day of will look like

## DAY OF ELECTIONS:

1. Everyone will arrive at the chosen location and advisors will collect phones (they will be returned at the very end) Candidates will arrive in nice clothes, and non-candidates in comfortable pajamas.
2. Once everyone gets settled in, the chair, typically the current N'siah, will open the meeting with traditional BBG opening ceremonies
3. The chapter will then do the voting pledge, where we pledge to vote for the best candidate, and not just for our friends.
4. The election process will then begin, starting with N'siah elections, and then go in the order of positions listed in the chapter constitution
5. For N'siah, the candidate(s) will have their platforms passed out by the chapter Mazkirah, or screen shared if on zoom, and everyone will have 1-2 minutes to look over it. Once that timer is up, the N'siah candidate(s) will present their speech(es).
6. After all candidates' materials have been presented, the chair will call for a motion to move into a vote.
7. If the candidate is unopposed, it will be a white ballot vote, where a representative is pre-chosen by the current chapter N'siah, to submit a ballot on behalf of the voting body, and all other ballots will count as abstentions, which means they will go to the majority vote
8. If the candidates are opposed, there will be a written vote. This will mean each voting delegate will write out the name of the candidate they are voting for or "abstain" if they can't choose. The votes will then be collected by the Mazkirah and counted by the meeting chair and advisors. Votes MUST spell full names correctly or they will not count. A candidate may vote for themselves.
9. After votes have been counted, the meeting chair will come back and let the chapter know if the election was successful or if a revote is needed.
10. If a revote is needed, everyone will vote again. If the voting is unsuccessful after 2 rounds, the candidates will then be asked one question each. If the voting still is unsuccessful, the election will be tabled.
11. This voting process will follow for all further elections
12. After all positions have been elected, the chair will close the meeting, and everyone will join hands in a friendship circle and sing pledge to thee.

**\*If anything in this packet was unclear and you still have questions, please don't hesitate to contact Riley & Mara and ONLY Riley (310-745-3332) and Mara (805-338-9017) with any questions or concerns you may have\***