

**Virginia Student Councils Association
2019-2020 Advisory Committee
Elections Forms**



Inside please find information and forms for elections for the 2019-2020 VSCA Advisory Committee. Elections will be held at the

**93rd Annual VSCA State Convention
March 22-24, 2019
The Founders Inn**

Elections will be held for the following positions:

- VSCA President School (Student must be a rising senior)
- VSCA Vice-President School (Student must be a rising junior or senior)
- VSCA Secretary School (Student must be a rising sophomore-senior)
- VSCA High School Representative School (8 positions available)
- VSCA Middle Level Representative School (3 positions available)
- VSCA Elementary Level Representative School (3 positions available)

All positions will be filled by member schools. Schools, once elected, will be represented on the VSCA Advisory Committee by a student and the school's SCA adviser, who will be jointly responsible for fulfilling all duties of office.

See inside for details, or log onto www.scaleader.org to view the VSCA Bylaws and Policies.

**All elections forms must be postmarked by
January 17, 2019**

Election Checklist
Be certain to have the following:

Forms postmarked by January 17, 2019 (in one envelope):

- Completed Candidate School Application*
- School and Student Representatives Signatures form (Require signatures of the principal, advisor, student, and parent)*
- Availability to attend mandatory meeting at 1:00 p.m. Friday, March 22, 2019*
- Complete School/Student Resume Flyer to be presented at Meet the Candidates (see “Election Procedures” for details)*

Things to bring to the Convention:

- Campaign presentation (limited to a total length of 3 minutes; this includes the speech, skit, etc. Only students from the candidate school may be involved.)*
- Campaign budget (see “Election Procedures” for details)*
- One campaign poster or a tri-fold board poster (no larger than 36” x 48” open)
- Copies of School/Student Resume Flyer to be presented at Meet the Candidates.
- Candidates with any sort of media (PowerPoint, video, etc.) to be shown as part of their campaign speech must bring this (on a flash drive) to the Friday, March 22 meeting.

* Failure to have these marked items or to attend the meeting may result in candidate disqualification.

VIRGINIA STUDENT COUNCILS ASSOCIATION
2019-2020 CANDIDATE SCHOOL APPLICATION AND
STUDENT REPRESENTATIVE FORM

School Name: _____

School Address: _____

School Phone: (____) _____ School Fax: (____) _____

E-mail Address: _____

Division VSCA Region: _____

Please indicate the Office that your school is seeking for the Spring 2019-Spring 2020 term:	
<input type="checkbox"/> VSCA President School	<input type="checkbox"/> VSCA Regional Representative School
<input type="checkbox"/> VSCA Vice-President School	<input type="checkbox"/> VSCA Middle Level Representative School
<input type="checkbox"/> VSCA Secretary School	<input type="checkbox"/> VSCA Elementary Level Representative School

Student Name: _____

Rising Grade (2019-2020): _____ Grade Point Average: _____

Home Address: _____

Phone Number: (____) _____ Email Address: _____

Parliamentary Procedure Hours: _____ (Two hours are required for all Officer School Candidates)

Student Attendance at VSCA Programs

(Two programs required for all Officer School Candidates; two regional programs for Regional School Candidates)

- 1.
- 2.
- 3.
- 4.

SCHOOL AND STUDENT REPRESENTATIVE SIGNATURES

I understand that if elected I, along with my school, will be responsible for fulfilling the duties of office as outlined in this election packet to the best of our abilities.

I understand that if elected, my school's student council adviser and student representative will be responsible for attending three to four (3-4) meetings for the purposes of assisting with planning for the Virginia Student Councils Association, including summer camps, regional programs, recognition and awards programs and the 2020 VSCA State Convention. In addition, officer schools are expected to attend the NASC National Convention. Students who are unable to meet these expectations are to notify their SCA Adviser as soon as possible.

Our school agrees to abide by the regulations established by the Virginia Student Councils Association (VSCA) with regard to election campaigning, to be prepared with a three-minute presentation to be given during a general session of the VSCA State Convention, and to participate in the program as necessary.

I understand the importance of this position, and recognize that if our school is unable to fulfill the duties of the office to which it is elected, it may be necessary for our school to vacate the office.

_____ **(please check) Our school has an active student council and is a member of the Virginia Student Councils Association. (Please call VSCA at 804.355.4263 if you are unsure of your school's membership status.)**

I certify that the above information is true and accurate to the best of my ability, and that the student indicated above is an active member of our school's SCA as determined by the SCA Adviser. I understand that this student, if elected, will serve in collaboration with the SCA Adviser to fulfill the duties of office in the position that is being sought. If at any time this student is unable to carry out the duties of office, or no longer meets the qualifications for office, our school will find a qualified student to fill the position, or vacate the position. I understand that this position may require attendance at 3-4 Advisory Committee meetings, the VSCA State Convention, the appropriate VSCA Summer Leadership Workshop, VSCA Regional Workshops, and other VSCA events.

Student: _____ Signature: _____ Date: _____

Parent: _____ Signature: _____ Date: _____

SCA Adviser: _____ Signature: _____ Date: _____

Principal: _____ Signature: _____ Date: _____

Please mail *Candidate School Application*, *Student Representative Form*, and *School/Student Resume Flyer* in one envelope. Faxed copies will not be accepted. Incomplete packets, including those missing signatures, will not be accepted.

Election forms must be postmarked by January 17, 2019 and mailed to:

**VSCA Elections
4909 Cutshaw Avenue
Richmond, VA 23230**

OFFICER SCHOOLS AND STUDENT REPRESENTATIVES

Qualifications:

- a. A candidate school shall have been a member of the VSCA during the school year preceding its nomination, and shall be a current member.
- b. A school may hold only one office at a time. A school shall not hold consecutive terms as the same Officer School.
- c. The candidate school shall file a properly completed candidate school application. This application shall be signed by school's student council advisor and school's principal, and submitted to the VSCA state office by the stated deadline.
- d. Candidates for the office of President shall be a rising twelfth grader.
- e. Candidates for the office of Vice President shall be a rising eleventh or twelfth grader.
- f. Candidates for the office of Secretary shall be a rising tenth, eleventh, or twelfth grader.
- g. A VSCA member school may nominate only one student for only one state office in a given year.
- h. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- i. Candidates must be free of any violations of the VSCA Conduct Code.
- j. Candidates shall have had at least two hours of training in parliamentary procedure.
- k. Candidates are required to have a minimum "C" grade point average (or its equivalent) and be a student of good standing as determined by the school principal.
- l. Candidates are required to have attended an Annual Convention previous to the one during which s/he is running for election.
- m. Candidates must be a current member of the VSCA Advisory Committee.
- n. Candidates must have attended at least one of the following: a Summer Leadership Workshop, a National Conference, an Area Leadership Conference, or a Regional Meeting.
- o. Candidates must complete the appropriate application form and submit it by the stated deadline.
- p. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.
- q. Should an office receive fewer than two qualified candidates by the stated deadline, a Call for Additional Candidates, with a subsequent deadline, will be announced.

The President School shall:

- a. preside over the VSCA Annual Convention;
- b. chair VSCA Advisory Committee meetings and VSCA Executive Committee meetings;
- c. attend the VSCA Summer Leadership Workshop and at least one Regional Leadership Workshop;
- d. serve as liaison between the VSCA Advisory Committee and the VASSP Board of Directors;
- e. represent the VSCA at the National Association of Student Councils' National Conference;
- f. chair the Convention subcommittee;
- g. serve as an ex-officio member of all other standing subcommittees;
- h. prepare reports of the activities of the VSCA Advisory Committee; and
- i. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

The Vice President School shall:

- a. assume the duties of the President when necessary;
- b. assume responsibilities and duties assigned by the President;
- c. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, Executive Committee meetings, and at least one Regional Leadership Workshop;
- d. represent the VSCA at the National Association of Student Councils' National Conference;
- e. chair the Spirit subcommittee;
- f. lead and teach energizers at all VSCA meetings;
- g. serve as a voting member of the VSCA Advisory Committee;
- h. compile spirit materials for availability to regions;
- i. prepare reports of the activities of the VSCA Advisory Committee; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

The Secretary School shall:

- a. assume responsibilities and duties assigned by the President;
- b. in the absence of the President and Vice President, call a meeting to order and preside until the immediate election of a Chairperson Pro Tem;
- c. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, Executive Committee meetings, and at least one Regional Leadership Workshop;
- d. represent the VSCA at the National Association of Student Councils' National Conference;
- e. chair the Communications and Media subcommittee;
- f. maintain attendance records and accurate minutes at all VSCA Advisory Committee and Executive Committee meetings;
- g. submit typed minutes within two weeks of a VSCA meeting to the State Director in order that they be distributed to all VSCA Advisory Committee members in a timely manner;
- h. serve as a voting member of the VSCA Advisory Committee;
- i. compile spirit materials for availability to regions;
- j. furnish committees with documents that are required for the performance of their duties and have at each meeting a list of all committees and their members;
- k. maintain a record book in which bylaws, special rules of order, standing rules, and minutes are entered, along with any amendments to these documents properly recorded, and have this record book at every meeting;
- l. prepare reports of the activities of the VSCA Advisory Committee; and
- m. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

REPRESENTATIVE SCHOOLS AND STUDENT REPRESENTATIVES

High School Regional Representative Qualifications:

- a. A candidate school shall have been a member of the VSCA during the school year preceding its nomination, and shall be a current member.
- b. A school shall not hold consecutive terms as a Representative School, unless no other qualified schools run for the position.
- c. The candidate school shall file a properly completed candidate school application. This application shall be signed by school's student council advisor and school's principal, and submitted to the VSCA state office by the stated deadline.
- d. A VSCA member school may nominate only one student for the representative position in a given year.
- e. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- f. Candidates must be free of any violations of the VSCA Conduct Code.
- g. Candidates are required to have a minimum "C" grade point average (or its equivalent) and be a student of good standing as determined by the school principal.
- h. Candidates must be a current member of the VSCA Advisory Committee.
- i. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.
- j. Should an office receive fewer than two qualified candidates by the stated deadline, a Call for Additional Candidates, with a subsequent deadline, will be announced.

High School Regional Representatives Shall:

- a. promote the VSCA throughout the region;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. serve on the Regional Representatives subcommittee;
- d. assist in membership recruitment within the region and serve as a consultant to individual schools within the region;
- e. conduct the regional meetings at the VSCA Regional Leadership Workshop and Annual Convention;
- f. organize and chair a planning session for the Regional Leadership Workshop;
- g. plan and execute activities for the Regional Leadership Workshop, according to the VSCA guidelines;
- h. lead seminars at the Regional Leadership Workshop, when requested;
- i. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- j. apply to conduct a break-out session at the Annual Convention;
- k. communicate and network with other Regional Representatives;
- l. submit an article for the monthly newsletter, when assigned; and
- m. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

Middle School Regional Representative Qualifications:

- a. A candidate school shall have been a member of the VSCA during the school year preceding its nomination, and shall be a current member.
- b. A school shall not hold consecutive terms as a Representative School, unless no other qualified schools run for the position.
- c. The candidate school shall file a properly completed candidate school application. This application shall be signed by school's student council advisor and school's principal, and submitted to the VSCA state office by the stated deadline.
- d. A VSCA member school may nominate only one student for the representative position in a given year.
- e. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- f. Candidates must be free of any violations of the VSCA Conduct Code.
- g. Candidates are required to have a minimum "C" grade point average (or its equivalent) and be a student of good standing as determined by the school principal.
- h. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.

Middle School Regional Representatives Shall:

- a. attend the Middle School Workshop;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. assist with the Regional Leadership Workshop and Annual Convention;
- d. assist in membership recruitment within the region and serve as a consultant to individual schools within the region;
- e. lead seminars at the Regional Leadership Workshop, when requested;
- f. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- g. communicate and network with other Representative Middle Schools;
- h. apply to conduct a break-out session at the Annual Convention;
- i. submit an article for the monthly newsletter, when assigned; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

Elementary School Regional Representative Qualifications:

- a. Candidates must currently be active members of their school's student council, as determined by their school's advisor and policies.
- b. Candidates must be free of any violations of the VSCA Conduct Code.
- c. Candidates are required to have a minimum "C" grade point average (or its equivalent) and be a student of good standing as determined by the school principal.
- d. Only those students who meet the foregoing qualifications to stand for election to an office shall be nominated for, or elected to, such an office.

Elementary School Regional Representatives Shall:

- a. attend the Elementary School Workshop;
- b. serve as a voting member of the VSCA Advisory Committee, after consultation with the school's student council advisor;
- c. assist with the Regional Leadership Workshop and Annual Convention;
- d. assist in membership recruitment within the region and serve as a consultant to individual schools within the region;
- e. lead seminars at the Regional Leadership Workshop, when requested;
- f. attend the Annual Convention, VSCA Summer Leadership Workshop, Advisory Committee meetings, and the appropriate Regional Leadership Workshop;
- g. communicate and network with other Representative Elementary Schools;
- h. apply to conduct a break-out session at the Annual Convention;
- i. submit an article for the monthly newsletter, when assigned; and
- j. perform other duties as applicable to the office as prescribed by the parliamentary authority adopted by the VSCA.

ELECTION PROCEDURES

The School and Student Resume Flyer

- a. Each school shall submit a flyer including the student and school resume outlining their SCA experience and qualifications for office.
- b. The flyer must include a picture of the student representative.
- c. All resumes shall be submitted as part of the application process, and will be distributed to schools attending the annual convention at the Meet the Candidates.
- d. The resume may include such topics as SCA experience, awards received, participation in local, regional, state, and national activities, community service projects, and school service projects.
- e. The resume flyer is limited to one page front and back.

The Campaign

- a. Each officer candidate school is to submit to the Elections Committee an official campaign budget signed by school's SCA adviser. This budget must include all campaign expenses including the regular retail value of any materials donated to or supplied at a special reduced price to the candidate. This is to include all campaign activity whether conducted at the local, regional, or state level, either before or during the time of the Annual Convention. The total expenses are not to exceed \$50.00 for Officer Candidate Schools and \$30.00 for Representative Schools. Submitting a fraudulent budget is grounds for disqualification of the officer candidate school.
- b. Campaigning may not begin until after the candidate has met with and been approved by the Elections Committee. Social media may be used to announce your campaign once you get the confirmation email from the VSCA stating you have been approved.
- c. Each candidate's campaign platform and activities are entirely dependent upon the school's initiative and imagination. However, no disruption or conflict with the schedule of the state convention will be permitted.
- d. Each student representative of a candidate school must be prepared to give up to a three minute presentation at one of the General Session. Any campaign speeches, skits, or performances must be counted as part of these three minutes. Candidates are encouraged to use creative methods of communication for their presentation.
- e. Hotel management limits campaign posters to an area outside the ballroom/meeting area. Each candidate is only allowed one tri-fold poster. Long computer posters will not be permitted.
- f. The only campaign accessory is the resume flyer it will be disclosed on the campaign budget (\$0.02 per paper copy and \$0.04 per cardstock copy or a receipt from the printing company).
- g. All donated materials must be included in the budget (markers, ink, paint, letters, etc).
- h. During Meet the Candidates, only the school advisor, candidate, and one other school member will be allowed in the room to campaign and hand out the flyers.

The Election

- a. All elections shall take place at the Annual Convention.
- b. The voting body shall consist of three (3) student voting delegates per school. Each member of the voting body may cast one (1) vote per office.
- c. The vote shall be conducted by written ballot form, under the supervision of the Election Committee.
- d. The school/student receiving the most votes will win the election. In the event that there is an exact tie after the first ballot, there shall be a run-off election of the tied candidates that received the highest number of votes in the first election.

Election of Middle Level and Elementary Level Representative Schools

There may be up to three Middle and Elementary Level Representatives. This will be determined by the three candidates receiving the most votes in the election.