

Seaford High School Key Club

Candidate's Handbook ***For All*** ***School-Wide Elections***

Please read very carefully

**Class Officer Elections
Thursday, June 11th**

**Student Council Elections
Thursday, June 11th**

Seaford High School – Class Elections

Description of Responsibilities of Each Position

- President:** The President must keep a balance between the class and the other officers. This requires energy and careful management of time and paperwork. The President is the spokesperson for his/her classmates. He/she is to voice student concerns and keep in touch with various school clubs, administration, and community organizations. He/she has to organize a calendar, schedules, conduct meetings and keep the advisor informed of all functions. He/she prepares the agenda with the consultation of the class advisor.
- Vice President:** The Vice President assists in the preparations of all agendas. He/she attends all meetings and organizes the class calendar. He/she must also be prepared to assume the duties of the President at any time. The Vice President is responsible for acting as the assistant to the President and assisting other class officers in their functions.
- Secretary:** The Secretary types and/or writes the agenda for each meeting. He/she takes the minutes during the meetings and maintains a permanent record of all minutes (as provided by the school) and post minutes for all class members to read. He/she announces to all class members the dates and times of class meetings. The Secretary is also responsible for all correspondence.
- Treasurer:** The Treasurer must keep accurate records of all financial transactions and must work with other members to propose a budget of yearly income and expenditures. The Treasurer establishes the guidelines for fundraisers (in accordance with school procedures) and is responsible for maintaining precise records of all financial dealings (as provided by the school). The Treasurer must secure permission and a scheduled date for all fundraisers from the Assistant Principal of Seaford High School.

The Election Committee recommends to all potential candidates for an elected school-wide position or leadership of major clubs and teams that they recognize the large commitment of time and energy that these positions require. Candidates should be sure that their schedule will permit them to fulfill the duties of these positions. It is the recommendation of the Committee that candidates for these positions limit themselves to one major position of school leadership.

Seaford High School – Student Council Elections

Description of Student Council Membership and Responsibilities

Membership: There are fifteen seats on the Seaford High School Student Council that are elected by the student body by grade: **Five Seniors, Four Juniors, Three Sophomores and Three Freshmen.**

Current Student Council Representatives wishing to seek reelection must be a member in good standing and have fulfilled all their duties and responsibilities throughout the previous year.

The top vote-getters in each grade, based on the number of positions for that grade, will assume their seats on the Seaford High School Student Council.

Officers: Selection of the Student Council President, Vice President, Secretary and Treasurer is determined by those students who are elected to seats on the Student Council.

Description of Seaford High School Student Council Responsibilities

Being on the Student Council is a year-round job. Each member of the Council is involved in some way in every project that the Council sponsors. These may include 9/11 Ceremony, flower sales, Harvest Fair, etc. The Council also sponsors several traditional service events: i.e., a food drive, a toy drive and a blood drive. The Homecoming, Pep Rally and other special occasions also involve the Student Council.

Student Council is also involved in the politics of the school. Members are required to attend many School Board meetings, along with monthly meetings with the principal and vice principal and various building committees. In addition, the council holds its own weekly meetings, which members are not only required to attend but are also expected to participate in the decision-making process.

While any member of the Student Council will tell you that it is a great experience, it is also a great deal of work. Those wishing to run for Student Council should be sure that they are willing to devote their time and the necessary energy to accomplish the goals of the Student Council.

It is the recommendation of the Committee that candidates for these positions limit themselves to one major position of school leadership.

**TIMELINE FOR CANDIDATES SEEKING SEATS ON
THE SEAFORD HIGH SCHOOL CLASS OFFICER ELECTIONS**

June 2020

Monday June 1 **Required** email to the appropriate Class Advisor(s) that you are interested in becoming a Class Officer candidate. This Email must be received by 3:00pm.

Tuesday, June 2 **Required ZOOM by the Class Advisor**
(time to be determined)
The Advisor will be able to answer pertinent questions as to the requirements, timeline and/or election day. Candidates will receive the candidate's handbook at this meeting. **This required meeting will be held by the Class Advisor on June 2.**

Friday, June 5 **The completed Candidate Questionnaire must be emailed to the Advisor AND Mrs. Degan by 3:00 p.m. *IF AN ELECTION BOOKLET IS RECEIVED AFTER 3:00 P.M. ON JUNE 5, THE CANDIDATE QUESTIONNAIRE WILL BE DISALLOWED.***

Monday, June 8 Candidates who choose may email their digital campaign posters to Mrs. Degan the **Posters will not be accepted after 3:00 p.m. on Monday, June 8.** The Posters and Candidate Questionnaire will be made available to all students on the Seaford High School Website. **Candidates should read the Campaign Rules and Regulations Section to determine the kind of posters that are acceptable.**

Campaign Period is from Monday, June 8 to Thursday, June 11

Thursday, June 11 **Election Day for Class Officer.** Elections will be held online. Candidates should refer to the Candidate's Handbook for the timeline of Election Day.

**TIMELINE FOR CANDIDATES SEEKING SEATS ON
THE SEAFORD HIGH SCHOOL STUDENT COUNCIL**

June 2020

- Monday, June 1** **Required** email to the Advisors that you are interested in becoming a Student Council candidate. This Email must be received by 3:00pm.
- Tuesday, June 2** **Required ZOOM by the Student Council Advisors**
(time to be determined)
The Student Council advisor will be able to answer pertinent questions as to the requirements, timeline and/or election day. Candidates will receive the candidate’s handbook at this meeting. **This required meeting will be held by the Student Council Advisors on June 2.**
- Friday, June 5** **The completed platform for each candidate must be emailed to the Student Council Advisor AND Mrs. Degan by 3:00 p.m. *IF AN ELECTION BOOKLET IS RECEIVED AFTER 3:00 P.M. ON JUNE 5, THE PLATFORM WILL BE DISALLOWED.***
- Monday, June 8** Candidates who choose may email their digital campaign posters to Mrs. Degan the **Posters will not be accepted after 3:00 p.m. on Monday, June 8.** The Posters and platform will be made available to all students on the Seaford High School Website. **Candidates should read the Campaign Rules and Regulations Section to determine the kind of posters that are acceptable.**

Campaign Period is from Monday, June 8 to Thursday, June 11

- Thursday, June 11** **Election Day for Class Officer.** Elections will be held online. Candidates should refer to the Candidate’s Handbook for the timeline of Election Day.

Campaign Rules and Regulations for All Elections

I. Requirements and Limitations to be a Candidate:

A. Candidates must be a member of the “grade” for which he/she is seeking election.

Definition of Grade – A student is in the grade that he/she has been assigned by the school district, that grade number is determined by the social studies class the student is enrolled in.

In addition, signatures on petitions may only be from students who are also in the same grade as defined by the homeroom number issued by the Seaford School District.

B. Candidates must be a full-time student at Seaford High School.

Definition of Full Time Student – A student is only full time if he/she meets the criteria as determined by the Seaford Board of Education. A student must be carrying Seven Units of study on his/her schedule.

C. A candidate may not be on the Academic Probation List. He/she must have requested an exception through the building principal in advance of the deadline for submission of the petitions. A candidate may not be on the Academic Probation List for the quarter.

D. The Election Committee highly recommends that candidates for school-wide elected positions consider the level of responsibility, time, commitment, and sense of priority that are required of a class officer. Candidates should be sure that their schedule will permit them to fulfill the duties of these positions. Therefore, it is the recommendation of the Election Committee that candidates for school-wide elected positions hold only one elected position for the school year.

Campaign Rules and Regulations for All Elections

II. Candidate Questionnaire: Required ONLY for Class Officer Positions

All candidates for class elections must submit, by the announced due date, a candidate questionnaire. The questions were created by previous Class Officers with the hope of generating why the candidate wants to be a Class Officer and the understanding of the time commitment this position will entail.

Rules and Regulations Pertaining to Nominating Questionnaire

- A. Submission of a Candidate Questionnaire is required if a student wants to be a candidate for a seat on the Class Officer.
- B. Candidates must use the nominating platform provided by School Service Committee of the Key Club.
- C. Candidate Questionnaire must be submitted by the deadline set. Refer to the Candidate's timeline for the specific date.
- D. The Candidate Questionnaire should be written by the candidate and express his/her opinion on school issues. It must be a maximum of 100 words per question on the one page provided.
- E. The Candidate Questionnaire should be:
 - 1. Written or typed on the Candidate platform supplied by the School Service Committee of the Key Club. Nominating Questionnaire will be found in the appendix.
 - 2. Candidate Questionnaire should be neat and readable.
- F. Candidate Questionnaire must comply with all the rules and regulation as stated above. Only properly completed Candidate Questionnaire will be distributed to the student body on the school website. Failure to comply with any of these regulations will result in a denied candidacy for Class Officer Position.

Campaign Rules and Regulations for All Elections

III. Nominating Platforms

All candidates for Student Council are required to submit a nominating platform. The purpose of the nominating platform is to give the candidate an opportunity to share his/her viewpoint on school issues with the student body. The nominating platforms will be on the school website before the school-wide election. All candidates must follow the rules and regulations below governing the completion and submission of the nominating platforms.

Rules and Regulations Pertaining to Nominating Platforms

- A. Submission of a Nominating Platform is required if a student wants to be a candidate for a seat on the Student Council.
- B. Candidates must use the nominating platform provided by School Service Committee of the Key Club.
- C. Nominating Platforms must be submitted by the deadline set. Refer to the Candidate's timeline for the specific date.
- D. The platform should be written by the candidate and express his/her opinion on school issues. It must be a minimum of 100 words on the one page provided.
- E. The nominating platform should be:
 - a. Written or typed on the nominating platform supplied by the School Service Committee of the Key Club. Nominating Platforms will be found in the appendix.
 - b. Platforms should be neat and readable.
- F. Nominating Platforms must comply with all the rules and regulation as stated above. Only properly completed Nominating Platforms will be distributed to the student body on the school website. Failure to comply with any of these regulations will result in a denied candidacy for Student Council Position.

Campaign Rules and Regulations for All Elections Continued

V. Posters:

Candidates may ***SUBMIT ONE digital poster***. Posters will be put on the school website during the campaign period. Posters that are late (check candidate's timeline) will not be put up. Completed posters should be sent as a PDF OR JPG. Go to <https://templates.office.com/en-us/posters> for ideas creating your poster. Posters put up by candidates must meet the media guidelines of Seaford School District.

VI. Election Day

- A. The elections will be held online, and a link will be given to the student body from a school-wide email.
- B. Students may only vote for candidates in their own grade.
- C. Results of the elections will be announced at as soon as possible pending any irregularities as determined by the High School Election Committee and/or the Seaford School District.

VII. Voting Irregularities:

Any complaint as to voter fraud or a voting irregularity must be reported to a member of the Election Committee. The election Committee member must report any irregularity by the end of the school day.

Appendix

Nominating Questionnaire for Class Officer

Class of 2021

JCupo@seaford.k12.ny.us

by 3:00 p.m. on Friday, June 5th

Class of 2022

FStazzone@seaford.k12.ny.us and RPascarella@seaford.k12.ny.us

by 3:00 p.m. on Friday, June 5th

Class of 2023

RFranz@seaford.k12.ny.us

by 3:00 p.m. on Friday, June 5th

Class of 2024

SRaduazzo@seaford.k12.ny.us and KFlood@seaford.k12.ny.us

by 3:00 p.m. on Friday, June 5th

Nominating Platform for a Seat on the High School Student Council

Mrs. Raduazzo and Mrs. Cintorino

SRaduazzo@seaford.k12.ny.us or TCintorino@seaford.k12.ny.us

by 3:00 p.m. on Friday, June 5th

Candidate Questionnaire for the Position of Class Officer

Due to Class Advisor by 3:00 p.m. on Friday, June 5th

Name of Candidate: _____

Office Candidate Seeks to Fill: _____

Grade and Section of Candidate: _____ **Year of Graduation:** _____

Instructions to Candidates regarding Candidate Questionnaire:

- A. Submission of a Candidate Questionnaire is required if a student wants to be a candidate for a seat on the Class Officer.
- B. Candidates must use the Candidate Questionnaire provided by School Service Committee of the Key Club.
- C. Candidate Questionnaire must be submitted by the deadline set. Refer to the Candidate's timeline for the specific date.
- D. The Candidate Questionnaire should be written by the candidate and express his/her opinion on school issues. It must be a maximum of 100 words per question on the one page provided.
- E. The Candidate Questionnaire should be neat and readable.
- F. Candidate Questionnaire must comply with all the rules and regulation as stated above. Only properly completed Candidate Questionnaire will be distributed to the student body on the school website. Failure to comply with any of these regulations will result in a denied candidacy for Class Officer Position.

1. Why do you want to be elected and what characteristics do you hold that make you the best candidate?

2. How do you plan on keeping your class connected and united throughout the year?

3. Over the period that we have had remote learning, how have you stayed involved in Seaford High School and demonstrated leadership within your graduating class?

