

# US ASB Executive Officer Election Information

## 2019-2020 School Year

**Available Positions:** President, Vice President, Secretary-Treasurer, Social Coordinator

- The President must be a member of the senior class during their time in office.
- The Vice President and Social Coordinator must be members of the Junior or Senior class during their time in office.
- The Secretary/Treasurer must be a member of the Senior/Junior/Sophomore class during their time in office.

### **Key Dates**

- Friday, 4/12: Candidate Lunch with Assistant Upper School Head, 12:15pm, Fishbowl
- Monday, 4/15: ASB Executive Officer Bids & Platforms Due
  - Signed Statement of Intent due
  - One-page platform due
- Monday, 4/15 - Friday, 4/26: ASB Executive Officer Campaigning (signage up)
- Friday, 4/26: ASB Executive Officer Speeches, 9:05-9:55am, Fulton (Grades 9-11)
  - Online voting polls open until 3pm
- Friday, 4/26: Candidate Q & A Session, 12:15pm, Student Center
- Monday, April 29<sup>th</sup> - Results published on or before this date

### **Election Procedures & Guidelines**

**In order to run and be elected for an executive office position with the Overlake Associated Student Body, all candidates must do the following:**

1. Turn in a **Statement of Intent** with all signatures required. Complete a **Platform Sheet** that will be accessible to all students online and in print. The Platform Sheet will be posted the week of 4/15 online and in the Student Center.
  - These forms must be completed and turned in by 3pm on Monday, 4/15. Forms can be turned in to the Assistant Upper School Head in person or by email at [mwaddle@overlake.org](mailto:mwaddle@overlake.org).
2. Comply with all election rules.
3. Be in good academic standing (no academic warnings in the last calendar year) and good discipline standing (no disciplinary warnings in the last calendar year).
4. Deliver a speech that is 1-3 minutes in length on Friday, 4/26.
5. Attend and participate in the Question and Answer panel on Friday, 4/26 at US Lunch.
6. If you cannot attend the election assembly, you may petition the Assistant Upper School Head to submit a 1-3 minute taped video of your speech. This is only allowed on a case-by-case basis.

Candidates are allowed to campaign in the following formats:

### Signage

1. 30 square feet of signage (cannot be in the form of 8.5' x 11" sheets of paper)
2. 5 letter sized (8.5" x 11") small signs in addition to the signage above
3. **Platform Sheet** that will be posted in the Student Center
4. All signs must be approved by the Assistant Upper School Head or other ASB Adult Representatives (Jenni, Jacqui, Chris, Greg) and any candidates that post unapproved signs are subject to disqualification from the race. Signs can be approved in person or by email at [mwaddle@overlake.org](mailto:mwaddle@overlake.org).

### Rules

1. No give-away items, no candy, no stickers, no prizes are allowed to be distributed
2. You must campaign as a single candidate; you cannot run with another person
3. No campaigning on the day of elections although you are allowed to leave your signs up
4. Candidates are not allowed to campaign in online formats (Facebook, Twitter, Text Messaging etc...)
  - o i.e. in person canvassing only
5. There is no campaigning at announcements or in any other performance space
6. Students are not allowed to use any school space for performances related to their candidacy.

***All campaigning must be done between 8am on Monday, 4/15 through Friday, 4/26. All signage must be taken down by 4pm Friday, 4/26.***

**All ASB Executive Officers agree to the following commitments if elected:**

1. To perform, to the best of my abilities, the **Job Duties** (<https://www.overlake.org/students/school/asb/officers>) that are associated with the elected position.
2. To attend all meetings unless there is an excused reason for not being present.
3. To give time outside of the school day to ASB activities and duties (5-10 some weeks).
4. To work in collaboration with the rest of the ASB including administrators and faculty advisors with the sole purpose of representing the best interests of the student body and The Overlake School.

### **Platform Sheets**

1. Must include your name, the position you are running for, as well as your grade
2. Should consist of no more than one page of information using 1 inch margins and Times New Roman font that is no smaller than size 12.

Below are sample questions that could be addressed, but there is no one way to present a platform. Candidates must think about what message, what information or possibly what issues matter most to them. Further, candidates should present where they stand on those issues or what sets them apart from other candidates. On this form, candidates should not

use any other candidate names or any wording that specifically attacks anyone else's position. Instead, this is a venue for presenting your own thoughts and opinions.

## Sample Questions

### General

- How does this ASB position impact the school community?
- How do your personal qualities match the required duties and responsibilities of this position?
- Describe how you would handle conflict, criticism, or differences of opinion related to the responsibilities of the office you seek.
- the importance of the time commitment required of the job.
- What do you see as the single biggest priority for the following school year?
- What does great student leadership look like?
- What makes you the right choice to represent your peers in this position?
- How do you plan to be a bridge between ASB and students?
- What strategies are you going to use to advocate for students?

# Overlake ASB Election Statement of Intent Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Sought \_\_\_\_\_ Advisor: \_\_\_\_\_

I, \_\_\_\_\_ am declaring my candidacy for the above position on the Overlake School Associated Student Body. I have read, understand and agree to comply with the procedures and guidelines outlined in this packet. If I do not, then I understand that I can be disqualified from the race or removed from office. ***Further, I have discussed this commitment with my parents and advisor, including my commitment outside of the school day to ASB activities and duties.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This Section is for Administrative Use Only***

***Assistant Upper School Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

*This signature designates that the above candidate is hereby officially cleared to run for office in The Overlake School ASB election.*