

# CASC STUDENT EXECUTIVE BOARD

## APPLICATION 2019-2020

Interested Students should be aware of all of the responsibilities that go with the acceptance of a CASC office and any students who are sincerely interested in seeking office are encouraged to run. Advisors should encourage any dynamic student member to run. It is a fulfilling and worthwhile experience.

Qualified student leaders interested in running for a CASC office should:

1. Review the attached descriptions of the officer positions. Contact CASC Executive Directors, with any questions or for further information.
2. Review the attached CASC draft calendar and discuss very seriously with your parents/guardians about the implications for your family if you were a CASC officer (e.g. transportation around the state, cell phone use, email access, conference and meeting attendance, time commitment). Please note that the calendar, at this point, is a draft.
3. Talk with your principal, student council/government advisor, and teachers to assess their understanding and support of your candidacy and the implications at the school level if you become a CASC officer.
4. If you decide to run, candidacy materials must be emailed by Friday, May 3, 2019, to either CASC Executive Director. (Russ Crist [rcrist@casciac.org](mailto:rcrist@casciac.org), Christopher Tomlin [ctomlin@casciac.org](mailto:ctomlin@casciac.org))
5. Your school advisor must review and approve the resume and speech. He/she will confirm all statements and items listed in the documents are accurate.
6. The school principal must approve the candidate by confirming that local eligibility requirements for participation in Student Council are met and that a high standard of behavioral ethics are exemplified.
7. Read the Election Rules for additional specific information and instructions.

**Parents, Advisors, and Principals:** Please discuss with student candidates the commitment they are making when declaring their candidacy. It is essential that students make an informed decision about whether to seek a CASC office. Strongly consider time management and “over-extending” commitments.

# CASC CALENDAR FOR OFFICERS

## 2019-2020

*(Subject to change)*

### May

- CASC Spring Conference, election of CASC Officers

### June

- Officer Transitional Meetings and Goal Setting
- Executive Board Meeting and Officer "Swearing In"
- Optional National Student Council Convention (Pittsburg) (June 21-27, 2019)

### July

- All CASC conference planning begins and is worked on throughout the year

### August

- Conference planning

### September

- Statewide Officer Seminar

### October

- Executive Board Meeting  
Extensive fall conference planning

### November

- Fall Leadership Conference (usually the Saturday before Thanksgiving)

### December

- Executive Board Meeting (usually the second Saturday)

### January

- Optional National Student Council LEAD Conference (end of January), Crystal City, Washington, D.C.

### February

- Executive Board Meeting
- Awards Selection Committee

### March

- Legislative Advocacy Week
- Officer candidate/parent required meeting (one to two weeks before the Convention)

### April

- Planning for Spring Conference

### May

- CASC Spring Conference, election of CASC Officers
- Officer Transitional Meetings and Goal Setting
- Executive Board Meeting and Officer "Swearing In"

## **-Campaign Information-**

### **ELIGIBILITY**

- Each candidate **MUST** be from a school which is a current CASC **dues-paying member**,
- A maximum of two (2) candidates will be allowed from each school for positions on the CASC Student Board,
- No present senior may compete for office,
- A candidate must submit the official nomination form online by email,
- Student must have a verification from their student council advisor and school Principal,
- Student must be willing to put forth effort to create and participate in activities of CASC,
- Student must be responsible when undertaking the planning of activities or serving as a representative,
- Student must be respectful towards their peers, advisors, and other major figures of authority they will come into contact with through the job,
- A current photo must be submitted for conference presentation.

### **\*\*Rules Waived until 2020-21 School year\*\***

- Student must have been a member of CASC for 2 years (member of a registered student council for two years),
- Student must have attended at least one conference or one convention during that time.

## **-Available Offices and Duties-**

### **The PRESIDENT shall:**

- Be the official student representative of the CASC,
- Preside over CASC Executive Board Meetings and activities,
- Serve as an ex-officio member of all committees.
- Present an annual report of CASC at the Conference,
- Appoint any necessary committees.
- Prepares an agenda for each meeting with other officers indicating what is to be accomplished during the meeting in consultation with Executive Directors or CAS staff,
- Delegates responsibility and sees that all members of the group are involved,
- Responsible for having all group deadlines met,
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board,
- Creates and tracks project task lists for each program.

**The VICE PRESIDENT (High Schools) shall:**

- Assume all duties of the President in the event he/she is unable to fulfill his/her office,
- Work with the President,
- Correspond with all CASC high school councils and create a list of needs as well as project database for each program,
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

**The VICE PRESIDENT (Middle Schools) shall:**

- Work with the President,
- Correspond with all CASC middle school councils and create a list of needs as well as project database for each program,
- Make sure that all Middle School Representatives feel welcome at every CASC function,
- Ensuring that a middle school viewpoint is considered during all meetings,
- Ensuring that CASC meetings /conferences are designed with the needs and interests of Middle school students in mind,
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

**The SECRETARY shall:**

- Keep accurate minutes of all meetings and distribute them to all members of the Executive Board,
- Checks roll at every meeting and reports absences,
- Maintains files for each event,
- Collects and collates info for the CAS Website regarding upcoming events,
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

**The PARLIAMENTARIAN shall:**

- Attend all board meetings and offer procedural rulings to the President, Executive Board, and General Assembly on matters of parliamentary procedure,
- Look at the copy of all resolutions submitted by the Secretary before the convention and be familiar with them.
- Offer rulings during the resolution meetings.
- Be familiar with and in possession of the newest edition of Robert's Rules of Order.
- The parliamentarian will oversee the election process at the annual state convention.
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

**The MEMBER-AT-LARGE (High School) shall:**

- Work with the Vice President High School to coordinate amongst high school councils,

- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

**The MEMBER-AT-LARGE (Middle School) shall:**

- Work with the Vice President Middle School to coordinate amongst middle school councils,
- Works to maintain positive atmosphere conducive to achieving board goals,
- Carry out the duties delegated to him/her by the Executive Board.

## -Election Process-

### PROCESS

- Student submit the Intent to Run Form, resume and speech.
- All candidates must comply with the restrictions regarding the posting and distribution of campaign materials.
- Complete details will be emailed to all candidates together with a list of their opponents after the nomination deadline.
- All candidates will present a three minute (maximum) speech at the annual conference.

### VOTING

- Following candidate speeches, students from each school will caucus together and will be allowed to vote.
- Voting is done on an equal basis for all CASC member schools regardless of size. Each member school is provided with two (2) ballots that may be cast in any combination.
- Balloting will be counted and certified by a member of the CAS staff.
- Students will be notified concerning the result of the election prior to departure from the meeting where voting takes place.

### ELECTION / PRIMARY

In the event that there are more than TWO candidates for an office, and no one candidate receives a majority of votes, then the first election will serve as a ~PRIMARY~ for that office only. From that "Primary," the top two candidates will have their names placed on a second ballot.

### INDUCTION

- Officers will be inducted for the period of one year.
- Officers will be expected to maintain regular attendance at meetings, and meet the responsibilities of the job as outlined in the officer responsibilities.

### REMOVAL

- Any officer who misses two (2) Executive Board Meetings will be removed from office.

- In the unlikely event that a student is unable or unwilling to meet the duties of their office there are several options:
  - The officer can resign their position. If a student has resigned they are no longer eligible for an office for the remainder of that year.
  - The officer can be removed from office by the adult members of the Board, after a consultation with the student and their adviser.

## **TRANSPORTATION**

*All* elected officers ARE RESPONSIBLE FOR PROVIDING THEIR OWN TRANSPORTATION. Executive Board Meetings are held at CAS Headquarters, 30 Realty Dr, Cheshire, CT 06410

# Connecticut Association of Student Councils Candidate Application for 2019-2020 CASC Officers

This completed nomination form (*PRINT VERY CAREFULLY -USE BLACK INK- MUST BE EASY TO READ!*)

- Resume (one page typed\*) listing experiences in school and community activities, leadership positions, honors, academic standing, and current grade point average.
- Campaign Speech (one page typed\*) describing your motivation for seeking CASC office and what you hope to accomplish while in office.

\* One page is defined as a page that has a .8 inch borders and no font smaller than 10pt. The speech is duplicated in black and white so design your submission in the same for best quality duplication.

<b>1</b>	Last Name	First Name	MI	Class of <b>20</b>
	Address		Home Phone	
	Email Address		Cell Phone	
<b>2</b>	School Name			
<b>3</b>	CASC Office you are seeking:	<input type="checkbox"/> President <input type="checkbox"/> Vice President HS <input type="checkbox"/> Vice President MS <input type="checkbox"/> Secretary	<input type="checkbox"/> Parliamentarian <input type="checkbox"/> Member-at-Large HS <input type="checkbox"/> Member-at-Large MS	
<b>4</b>	<b>Parent/Guardian's verification:</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <span>Parent/Guardian's Signature</span> <span>Date</span> </div>			
<b>5</b>	<b>Principal's verification:</b> The above nominee is a student enrolled in the above Connecticut secondary school and meets local eligibility requirements for participation in Student Council. In addition, this student exemplifies a high standard of behavioral ethics. I have reviewed the nominee's resume and verify that information represented is accurate.  _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <span>Principal's Signature</span> <span>Date</span> </div>			
<b>6</b>	<b>Advisor's verification:</b> I have reviewed the candidate's resume and personal statement and verify that all information represented is accurate.  _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> <span>Advisor's Signature</span> <span>Date</span> </div>			

Complete nomination materials must be scanned and emailed by May 3, 2019, to either CASC Executive Director. The resumé and campaign speech must be submitted electronically with this form either by attaching a Word or PDF document to an email.