

## NJHS ELECTION PACKET for OFFICER ELECT POSITION

I, \_\_\_\_\_, verify that I am a member in good standing in NJHS and hereby wish to submit my name as a candidate for the office of (*President-elect, Vice-President-elect, Secretary-elect, Treasurer-elect, Reporter-elect, or Parliamentarian-elect*)

\_\_\_\_\_.

Please obtain ten signatures of NJHS members who support your nomination.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

You will also need a teacher from last year to sign your form stating they recommend you for this office.

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Teacher signature

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Parent signature

## Timeline:

Nomination packet due	09/18
Posters may be posted	09/21
Campaign speech given	10/6
Vote	10/6

Campaigns may begin September 21<sup>st</sup> and run through October 6<sup>th</sup> for all qualified candidates. Speeches will be Wednesday, October 6<sup>th</sup> during the 7:20 A.M. meeting in the DMS library. Elections will follow speeches on October 6<sup>th</sup>. Results will be announced by the end of the day.

## NJHS Election Rules:

1. Each candidate may campaign with the following Publicity Rules:

You may place 10 posters as part of your campaign around school. **NO posters in GYM or 6<sup>th</sup> Grade Hallways.**

- a) No Profanity!
- b) No Slander!
- c) No allusion to other candidates or other candidate's campaign.
- d) No distribution of food or any promotional items in a candidate's name.
- e) Each candidate's publicity must be discarded by 3:00 P.M. of the election day, unless that candidate is involved in a run-off election.
- f) No Stickers or flyers!

2. Each candidate will give a speech giving the reasons he/she wants to be elected, the qualifications he/she bring to the office, and the leadership role that he/she can play in NJHS.

3. The **MAXIMUM** your speech can be is **1 MINUTE**.

4. Candidates will not be present within the voting area.

5. Violators of these rules will result in the loss of eligibility of any elected NJHS office.

# Job responsibilities:

## ARTICLE IV Chapter Officers

Section 2: Candidates for any office must complete and return an application to the chapter adviser(s) indicating his/her intention to run for an office.

Section 3: Members on probationary status may not run for an office.

Section 4: Elections shall be held at a set meeting by secret ballot; runoffs will be conducted at that meeting or at an appropriate time.

The office of the **PRESIDENT** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Preside over the NJHS chapter.
2. Preside over meeting of the office of NJHS.
3. Call special meetings of the chapter at large, to call special meetings of the committees or of the officers subject to the approval of the adviser(s) and/or principal.

The office of the **VICE-PRESIDENT** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Preside over the NJHS chapter in the absence of the President.
2. Assume all presidential powers and responsibilities in the absence of the President.
3. Fulfill responsibilities otherwise delegated by the President.
4. To insure the correct functioning of all the committees.
5. To exercise the full powers of a member of the chapter except when assuming the presidency.

The office of **SECRETARY** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Keep a complete record (including minutes) of the chapter's meetings and activities.

2. Record and answer all of the chapter's correspondence.
3. Keep a complete record of the NJHS members and their attendance
4. Assume presidential duties in the absence of the President and Vice-President. In such a situation, the presiding secretary shall appoint a temporary secretary.
5. Exercise the full power of a member of NJHS unless acting as the President.

The office of **TREASURER** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Keep a complete and accurate record of all financial matters of the NJHS.
2. Be prepared to submit a record of NJHS' finances when asked to do so.
3. Preside over the Budget/Fund Raising committee.
4. Fulfill the responsibilities otherwise delegated by the President.
5. Exercise the full powers of a member of the NJHS.

The office of **REPORTER/HISTORIAN** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Accept full responsibility for community and school publicity of the NJHS activities.
2. Keep an accurate account of NJHS activities.
3. Preside over the Publicity Committee.
4. Fulfill the responsibilities otherwise delegated by the president.
5. Exercise the full powers of a member of the NJHS.

The office of **PARLIAMENTARIAN** shall be held by an eighth grade member. Duties may include but are not limited to:

1. Advise and encourage chapter meetings be conducted in accordance with ***ROBERT'S RULES OF ORDER, NEWLY REVISED*** in all points not expressly provided for in the constitution.
2. Fulfill the responsibilities otherwise delegated by the president.
3. Exercise the full powers of a member of NJHS.