



Associated Student Body Officer

Application and Election Materials Packet

**Included:**

- 1. Eligibility, Process and Positions**
- 2. Application**
- 3. Campaign Rules and Regulations**

## Eligibility, Process and Positions Information: Elections for ASB officers

- I. The ASB officers elections are once a year.
- II. The Da Vinci Leadership class will promote membership and election information to the entire Associated Student Body.
- III. ***The Election process:***
  - A. Election application packet will be made public in January at the beginning of the spring semester
  - B. The elections will be held in February for the following school year.
  - C. All ballots must be accessible to the entire student body.
  - D. All ballots and voting will be conducted by secret ballot.
  - E. The elected term lasts for the entirety of the following school year.
  - F. Leadership will create and disseminate all election materials and will be overseen by the Activities Director and school administration.
  - G. A plurality vote will be used. The most votes earner will be declared the winner.
  - H. In Case of a tie: A runoff will be taken with the two candidates that are tied for most votes.
- IV. ***ASB Election eligibility:***
  - A. Must enroll in the Leadership class for the 2020-2021 school year.
  - B. Minimum 3.0 GPA (ASB PRESIDENT MUST HOLD a 3.5 GPA)
    1. Must maintain GPA during the end of the school year elected in and through the term of the office held
  - C. Applicants must keep a clean school record: no disciplinary actions and maintain positive attendance (96% or better)
    1. Must have administration, counseling, attendance secretary and Activities Director sign off to above expectations
  - D. See specific Officer Application packet for details
    1. Those who are ASB officers already be attending student council meetings are not eligible to represent their classroom.
  - E. Candidates already enrolled in leadership have priority in competitive campaigns.
  - F. President and Vice President must have been previously enrolled in leadership.
    1. Exceptions can be made by the Activities Director in the absence of candidates.

### **ASB Officer Position and Duties**

- I. The ***ASB President*** will have the following duties:
  - A. To preside over meetings of the Student Council
  - B. To call special meetings of the Student Council
  - C. To plan and prepare an agenda for the Student Council meetings
  - D. To represent the student council at all school and school district meetings where this representation is appropriate. - (unless a different students is appointed by administration)

- E. School Culture Consultant:
  - 1. To work with School Culture Director in an advisory role for event planning
  - 2. School Wide community functions: DV Day, FEAST, etc.
- F. Signature Approval Designee

II. The **ASB Vice President** will have the following duties:

- A. To step in for the ASB president duties in their absence
- B. To collect and maintain records of all official school clubs and student organizations present on campus.
  - 1. Will be the contact person for any and all student club and organization needs
  - 2. Ensures that all clubs (staff and students) are properly trained with paperwork and request procedures.
  - 3. Organizes Club Fair and Club Training meetings
    - a. To host a school-wide club sign-up day to occur no later than October 1st.
  - 4. Keeps all paperwork for clubs in stock and accessible at all times.
- C. School Pride Director:
  - 1. Rallies, assemblies, etc.
- D. Signature Approval Designee

III. The **ASB Treasurer** will have the following duties:

- A. To maintain complete and accurate record of all Student Council receipts and disbursements
- B. To oversee Student fund-raising efforts and tracking
- C. To supervise the preparation of the Student Activities budget
- D. Paperwork oversight for revenue and expenditures for ASB and all Clubs
- E. Signature Approval Designee

IV. The **ASB Secretary** will have the following duties:

- A. To maintain accurate minutes of each Student Council meeting
- B. To carry out all correspondence for the Student Council
- C. Oversee all communication for the Leadership class
- D. Serve as chairperson of the elections committee and supervise all student body elections.
- E. Signature Approval Designee

V. The **Grade-Level Student Representatives** will have the following duties:

- A. To be a point of contact for the class and bring attention to issues concerning class to the Leadership, Student Council, and administration
- B. Specific Duties
  - 1. Sophomore: Events calendar, whiteboard updates
    - a. Elections held at beginning of school once sophomores attend DaVinci
  - 2. Junior: Staff versus Student Events, senior awards night
  - 3. Senior: Senior Class Fundraising, class cup organization and tracking

**ASB Officer Application**

Must be submitted **Hard Copy** to Activities Director (Conners - Room 22)

ASB Position Applying to run in election for: (circle one)				
President	Vice President	Secretary	Treasurer	Class Rep: 12, 11, 10
Name and Personal Information				
Name:				
Grade Level:				
Declaration of Intent - Why do you want to run for this position and what do you think you can bring to the leadership class and DV Community? (Feel free to attach separate document if needed)				
What experience do you have in regards to the position(s) applying for?				
By signing on the following line you commit to the following: Must be enrolled in the leadership class for the 2020-2021 school year, eligibility standards, participating in all school events hosted by the leadership team, and participation in ASB officer Training held in August (Aug. 11 9am to 1 & Aug.12 10 am to 3pm). No Exceptions to these requirements.				
Signature:				
The following signatures and required information are needed for endorsement to run in the campaign season				
Administration Signature (Bell or Millsap):				
Counselor with verified GPA:				
Attendance Secretary (Debbie Martin) and Attendance check of current school year:				
Staff Member endorsement:				
Schedule Appointment with Activities Director (Conners) for application overview and submission				
<ul style="list-style-type: none"><li>• Application Reviewed and Approved</li><li>• Signature: _____</li></ul>				

## **Campaign Rules and Regulations**

1. All Candidate Applications are due by Monday, Jan. 27th
  - a. All Signatures must be on the application by the submission date
  - b. The application must be turned in Hard Copy
  - c. All required information must be verified with required signatures
  - d. Appointment with Connors must be completed by the final submission date
2. The Campaign season begins Tuesday Jan. 28th once an email from the Activities Director is received to begin campaigning. No Campaigning is allowed before this time.
3. Campaign season closes Friday, February 14th on Election Day
4. No bullying, slanderous commentary, false advertising, or other harmful materials are permitted.
  - a. All campaign materials must be approved by the Activities Director before posting physical or digital media.
  - b. Any social media accounts created and/or posted on must be approved by the Activities Director. You must follow and allow the Activities Director to follow you on any social media platform that relates to the campaign for office.
  - c. Any suspicious, unreported, or unapproved activity can cause for removal from the campaign and/or election.
  - d. Stay positive in your messaging, focus on your intentions and ideas for improving the DV community. **NO ATTACK ADS ARE PERMITTED.** This is a school event and must be free of bullying or negative commentary of any DV Student. *See California Law Codes on page two for specific criteria and guidelines.*
5. Videos - On February 5th, DVTV will host a special elections episode where each candidate can provide a 30 second campaign ad. Videos may be shorter but not any longer. It will be edited down to the 30 second allowable time.
  - a. Content Suggestions - Your ideas for improving DV and why people should vote for you!
  - b. Videos are due to the Activities Director by Monday February 3rd by 3 pm for vetting and approval. Be prepared to re-edit or revise if needed.
  - c. Only Approved videos will be played.
  - d. Please send through email or turn into the Activities Director on a flash drive/SD Card. Email: [gretchen.conners@djusdk12ca.org](mailto:gretchen.conners@djusdk12ca.org)
6. **ANY VIOLATIONS TO THE RULES AND REGULATIONS CAN BE CAUSE FOR REMOVAL FROM THE ELECTION**

## California State Law Provisions for School Materials.

### Social Content Review

- Instructional materials used in California public schools must comply with Education Code sections 60040-60045 and 60048 as well as the SBE guidelines in Standards for Evaluating Instructional Materials for Social Content, 2013 Edition (DOC).

### [Social Content Sheet Abridged Version](#) | DOC

### **These statutes and Board policies have been enacted so that instructional materials used in California:**

- Portray accurately and equitably the cultural and racial diversity of American society;
- Demonstrate the contribution of minority groups and males and females to the development of California and the United States;
- Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively; and
- Do not contain inappropriate references to commercial brand names, products, and corporate or company logos.

### **Guidelines:** Students must adhere to [Social Content Sheet Abridged Version](#) and in short the following:

- **Be aware and respectful of legally protected groups:** gender, sexual orientation, age, ethnicity, religion, disability, etc.
- **No illegal activities depicted** (drugs, alcohol, etc.)
- **No bleeping** (when you make a sound over inappropriate language- usually distracts from the actual message)
- **No depiction of weapons**
- **Nothing deprecating towards any staff or students**
- **No sexual innuendo**
- **All standard School Dress Code policies apply**
- **No feigned accents**