

# Marriotts Ridge High School Associated Student Body Election Guidelines and Application

## Howard County Public School System

SGA Advisors – Ms. Jennifer Skahill & Ms. Bernadette Allman  
Class of 2013 Advisors: Mr. Brent Ault & Ms. Liz Witanowski  
Class of 2012 Advisors: Ms. Toni Ireland & Ms. Meg Roberts  
Class of 2011 Advisors: Ms. Sarah Palm & Ms. Mariah Zielinski

### Introduction:

The Marriotts Ridge High school Student Government Association and Class Governments provide a unique opportunity for students to serve as effective leaders and role models for their peers.

### Goals of the MRHS SGA and Class Councils:

The SGA and Class Councils are organizations which focus on creating a positive school environment, where leadership, service, and spirit are valued. Goals include:

- To help students develop leadership skills
- To function as a service organization to the students of Howard County and the community.

### SGA Elected Positions

The elected positions shall be elected by the students of MRHS.

\*\*All elected officers must attend all SGA events, executive meetings during break, general assembly meetings once per month, after school meetings once every two weeks.

President  
First Vice President of Student Activities  
Second Vice President of Community Service  
Recording Secretary  
Publicity Secretary  
Treasurer  
Historian  
Parliamentarian  
Member of the Howard County Association of Student Councils.

### **Qualifications, Elections, and Term of Office of SGA Officers as outlined in the Constitution:**

#### **Qualifications:**

- A. All officers must be in good academic standing with a clean behavioral record.
- B. Candidates must be available for all meeting times.
- C. Candidates for SGA positions must have been a member of the MRHS SGA for at least 2 years (unless a current freshmen = 1 year).

- D. Must be approved by the current SGA Advisors and the MRHS Administration
- E. Application packets must be completed and submitted with a copy of speech **NO LATER THAN May 18, 2010.**
- F. Maintain at least a 2.0 GPA
- G. Candidates must deliver a speech in a video-taped message.

<b>SGA Officer Roles and Responsibilities:</b>
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**President:**

1. Chair all meetings of the General Assembly and of the Executive Board
2. Review and revise the bylaws prior to the first Executive Board meeting
3. With the assistance of the advisor, plan and implement school events
4. Serve as the official spokesperson for SGA
5. Report on current SGA activities at all General Assembly meetings
6. Report at the General Assembly meeting at the end of his/her term concerning the state of SGA
7. Serve as the official representative of the SGA to the Howard County Association of Student Councils
8. Communicate with administration on a regular basis
9. Prepare the agenda for all Executive Board meetings
10. Oversee all appointed staff and General Assembly Committees
11. Perform other duties outlined in the bylaws
12. Perform other duties devolving from the office

**First Vice-President of Student Activities:**

1. Assume the duties and responsibilities of the president when he/she is unable to do so
2. Aid the president in fulfilling his/her duties and responsibilities
3. Plan, oversee and report on all Student Activities (including but not limited to, Homecoming, Class Acts, MRHS-tival, Pep Rallies, etc.)
4. Perform other duties devolving from the office

**Second Vice President of Community Service:**

1. Assume the duties and responsibilities of the president when he/she is unable to do so
2. Aid the president in fulfilling his/her duties and responsibilities
3. Plan, oversee and report on all Community Service (including but not limited to, Canned Food Drive, Toys for Tots, Grassroots, Local community outreach, etc.) Perform other duties devolving from the office

**Recording Secretary:**

1. Record all meeting minutes and provide them in email form to advisors and officers.
2. Maintain all calendars in cafeteria, SGA room, and online.
3. Communicate with the general assembly through email, create general assembly mailing list and contact information database.
4. Perform other duties devolving from the office

**Publicity Secretary:**

1. Coordinate all advertising, sign and flyer printing for all SGA events, meetings, and other information.
2. Maintain SGA bulletin boards in commons, and information in SGA office.
3. Apply for all awards, certificates, etc. for which SGA is applicable.
4. Attend all PTSA meetings as the SGA representative
5. Serve as the liaison between the middle schools and MRHS
6. Perform other duties devolving from the office;

**Treasurer:**

1. Keep accurate, up-to-date records of all SGA financial affairs
2. Present and interpret financial reports at Executive Board meetings and General Assembly meetings
3. Present and annual budget to the Executive Board
4. Perform other duties as outlined in the bylaws
5. Perform other duties evolving from the office

**Historian:**

1. Record and document all SGA events through pictures
2. Attend all SGA events
3. Perform other duties evolving from the office

**Parliamentarian:**

1. Take and maintain accurate attendance at all SGA meetings (exec. and general assembly)
2. Keep accurate record of members not attending and send email notification when in danger of membership being revoked.
3. Perform other duties evolving from the office

**Member of the Howard County Association of Student Councils:**

1. Attend all HCASC meetings as the representative of the MRHS SGA
2. Communicate between the MRHS SGA and HCASC
3. Perform other duties evolving from the office

**SGA Officer Election Process:**

- Packets given out beginning May 11, 2010.
- Completed packets returned by **MAY 18, 2010 with a copy of your 1.5 minute speech**. No late or incomplete packets will be approved, and the candidate may not run for office without a completed packet.
- Candidates will deliver their speech, while being video taped during pd. 6 on **May 20<sup>th</sup> and 21<sup>st</sup>**.
- The video tape will run during Pd. 2 on **June 1, 2010**. MRHS students will then vote in Pd. 2 classes.
- Results will be announced on **June 2, 2010** at the end of the school day.

**\*\*FYI:** Candidates who do not win an SGA position, may then run for class offices. If you wish to do so, updated speeches must be submitted for approval by **June 5, 2010**.

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**Qualifications, Elections, and Term of Office of Class Officers as outlined in the Constitution:****Qualifications:**

- A. All officers must be in good academic standing with a clean behavioral record.
- B. Candidates must be available for all meeting times.
- C. Must be approved by the current Class Sponsors and the MRHS Administration
- D. Application packets must be completed and submitted with a copy of speech **NO LATER THAN May 18, 2010**.
- E. Maintain at least a 2.0 GPA
- F. Candidates must deliver a speech in a live assembly.

**Class Council Elected Positions:**

The elected positions shall be elected by the students of MRHS.

**\*\*All elected officers must attend all SGA and class events, executive meetings of class councils, and maintain constant communication with Class Advisors.**

President  
Vice President  
Treasurer  
Historian  
Recording Secretary  
Publicity Secretary

### **Class Officer Roles and Responsibilities:**

#### **Class President:**

1. Chair all meetings of the class council, and quarterly class meetings
2. With the assistance of the advisor, plan and implement school events.
3. Serve as the official spokesperson for the class
4. Report on current class activities at all General Assembly meetings
5. Communicate with SGA on a regular basis
6. Maintain membership in the SGA general assembly
7. Perform other duties outlined in the bylaws
8. Perform other duties devolving from the office

#### **Class Vice President:**

1. Assume the duties/responsibilities of the president when he/she is unable to do so
2. Aid the president in fulfilling his/her responsibilities
3. Maintain membership in the SGA general assembly
4. Perform other duties outlined in the bylaws and
5. Perform other duties devolving from the office

#### **Class Treasurer:**

1. Keep accurate, up-to-date records of all SGA financial affairs
2. Present and interpret financial reports at Executive Board meetings and General Assembly meetings
3. Present and annual budget to the Executive Board and to class at class meetings
4. Maintain membership in SGA general assembly
5. Perform other duties as outlined in the bylaws
6. Perform other duties evolving from the office

#### **Class Historian:**

1. Record and document all SGA and class events through pictures
2. Attend all SGA and Class events
3. Maintain membership in SGA general assembly
4. Perform other duties evolving from the office

#### **Class Recording Secretary:**

1. Record all meeting minutes, and provide them in email form to advisors and officers
2. Maintain all calendars
3. Communicate with the officers, advisors and SGA through email, create mailing list and contact information database
4. Perform other duties devolving from the office

#### **Class Publicity Secretary:**

1. Coordinate all advertising, sign and flyer printing for all events, meetings, and other information
2. Maintain class bulletin boards in stairways
3. Serve as the Liaison between the class and SGA
4. Maintain membership in the SGA general assembly

5. Perform other duties devolving from the office

### **Class Officer Election Process:**

- Application packets distributed May 11, 2010
  - Completed packets returned by **May 18, 2010 with a copy of your 2 minute speech.** No late or incomplete packets will be accepted and candidate may not run for office.
  - Speeches given LIVE during assemblies on **June 9, 2010** (Class of 2013 = Pd. 1, Class of 2012 = Pd. 2, Class of 2011 = Pd. 3).
  - MRHS students vote in English class on **June 10, 2010**
  - Results announced on **June 11, 2010** at the end of the school day.
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### **Advertising and Campaigning Guidelines and Regulations:**

1. Each candidate will be limited to **20** 8.5" x 11" flyers and **4** posters which can be placed in approved areas around the school.
  - a. Approved Areas: 2<sup>nd</sup> and 3<sup>rd</sup> floors, cafeteria, available bulletin boards
  - b. Candidates may NOT place flyers of any kind in the Commons, remaining areas of 1<sup>st</sup> floor, on stairway railings, or on any surfaces of blue or grey paint.**
2. No negative campaigning allowed. This includes any verbal or written communication. Keep slogans positive and clean. Candidates need to monitor their signs and supporters. You may NOT speak negatively or make any negative statement (verbally or written) about any other candidate. Do not remove signs of opposition or you will be removed from the candidacy. **All signs must receive an approval stamp from the SGA Advisors or Class Sponsors prior to being hung.**
3. Signs may only be hung BEFORE or AFTER school hours. No time will be allowed for students to hang signs during the school day.
4. Candidates are responsible for removing all signs after the election (regardless of the results). Signs must be taken down by **3 p.m. on June 11, 2010.**
5. Even if you are running unopposed, you must hang signs and advertise.
6. **You may NOT give out stickers or food of any kind during your campaign.**

### **Speeches and Platforms:**

1. All candidates will be asked to create a platform. This should be an extension of the application. All candidates will be required to make speeches (either live or video-taped). The speech should focus on your goals for the position for which you are running. **SGA speeches may be a maximum of 1.5 minutes, and Class Officer speeches may be a maximum of 2 minutes.**
2. Speeches must be school appropriate and reference only your goals for the position and personal attributes that make you a worthwhile candidate.
3. You must dress appropriately for your speech or video-taping (shirts and ties for males, dresses or dress pants for females).

### **Helpful Hints:**

1. Create a memorable and "catchy" slogan so that voters remember your name.
2. Approach people during the school day and inform them you are running for a position.
3. Be creative! Have fun!
4. Any questions – see your class sponsor or Ms. Skahill / Ms. Allman.

# SGA & Class Council Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Intended Office: (check one) \_\_\_\_\_ SGA \_\_\_\_\_ Class council  
Desired Position: \_\_\_\_\_

Student Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Student E-mail: \_\_\_\_\_

Period 1 Teacher: \_\_\_\_\_ Room # \_\_\_\_\_  
Period 6 Teacher: \_\_\_\_\_ Room # \_\_\_\_\_

I, \_\_\_\_\_, a candidate for the office of \_\_\_\_\_, understand and accept the campaign guidelines, as stated on the attached sheet. I understand that if I do not follow them, I risk the forfeiture of my candidacy.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Class council/SGA Advisor Signature  
(represents approval of candidate)

\_\_\_\_\_  
Administrator Signature  
(represents approval of candidate)

**Biography:** (Provide background information about yourself).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List experiences that have prepared you for leadership roles:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List three (3) realistic goals that you have the position for which you are running:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have read and understand the basic requirements of the SGA and Class council positions. If elected, I am willing and able to fulfill these responsibilities and attend all meetings and functions as a first priority.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To the Parents of the Marriotts Ridge High School SGA/Class Council Officer Candidates:

Your son/daughter has expressed his or her intention of running for a Student Government or Class Council office. As the SGA Advisors, we feel it is vital that you be aware of the commitment your child will be accepting if he/she is elected to this position. In addition to meeting dates and school events, your child must remain academically eligible for this position (maintain at least a 2.0 GPA) and adhere to all MRHS and HCPSS academic, extra curricular, and behavior regulations and requirements.

Please be aware that, at times, meetings or other responsibilities may take place during class time. In this event, students and parents should understand that all missed work remains the responsibility of the student. As officers, these students are held to, and expected to maintain, high standards of leadership, maturity and excellence. It is a large commitment of both time and energy. We ask that, if elected, the SGA or Class council position become a priority in the student's extra-curricular tasks; we ask for parents' support in encouraging students to recognize the importance of these offices.

If you or your child have any questions regarding this information, please feel free to contact us at the school (410-313-5568) or by email. ([jennifer\\_skahill@hcpss.org](mailto:jennifer_skahill@hcpss.org)) or ([bernadette\\_allman@hcpss.org](mailto:bernadette_allman@hcpss.org)).

Respectfully,

Jennifer Skahill & Bernadette Allman  
SGA Advisors

*I have read the above letter, and discussed the responsibilities and commitment of the elected offices with my child. I understand the time commitment and expectations of holding an office, and will do my best to support my child and the school in handling the tasks and responsibilities of the SGA or Class Council position.*

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Parent Signature

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Date:

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Parent Email

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Phone #

**Teacher Recommendation Form**

Student Name: \_\_\_\_\_

Years you have known this student: \_\_\_\_\_

Three adjectives to describe this student:

\_\_\_\_\_

**Please evaluate this student in the following areas:**

**Rating scale: 1-5**

(1) Poor   (2) Below Average   (3) Satisfactory   (4) Above Average   (5) Excellent

<b><u>Category:</u></b>	<b><u>Rating:</u></b>
Achievements:	
Attitude:	
Behavior:	
Leadership:	
Work Ethic:	

In a few words, please describe for the selection committee why you believe this student is a great candidate for this scholarship.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

**Teacher Recommendation Form**

Student Name: \_\_\_\_\_

Years you have known this student: \_\_\_\_\_

Three adjectives to describe this student:

\_\_\_\_\_

**Please evaluate this student in the following areas:**

**Rating scale: 1-5**

(1) Poor    (2) Below Average    (3) Satisfactory    (4) Above Average    (5) Excellent

<b><u>Category:</u></b>	<b><u>Rating:</u></b>
Achievements:	
Attitude:	
Behavior:	
Leadership:	
Work Ethic:	

In a few words, please describe for the selection committee why you believe this student is a great candidate for this scholarship.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Teacher Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*