



LASC...



“We Build Leaders”

Running for State Office Packet

Please read the following information, and learn how *your* school can become a State Officer for one of the BEST state associations in the entire USA!

We are looking for remarkable candidates to represent their amazing schools on the **LASC Executive Board**. Being a good public speaker, able to attend the **mandatory Executive Board Meetings** (see dates below), **dedication** to exceed the **expectations** of holding an LASC State Office, and having computer skills are a **MUST!**

- *If a High School student seeks a State Office, it is **mandatory** that your candidate **has attended** an LASC High School Summer Workshop prior to the 2018 Convention.
- *If a Middle Level school seeks a State Office, it is **mandatory** that the student **has attended** an LASC Middle Level Workshop or previous LASC convention prior to the 2018 Convention.

So, are you ready to meet the challenge?

If your school is interested in running for office, please fill out the following application and SEND IT BY **CERTIFIED SNAIL-MAIL** by **November 2, 2017 on pages A,B,C,D**

BY CERTIFIED, CERTIFIED MAIL ONLY... TO:

Vickie Barto
Sam Houston High School
880 Sam Houston Pkwy
Lake Charles, LA 70611

STATE PARLIAMENTARIAN'S ADVISOR CONTACT INFORMATION BELOW:

Vickie Barto SCHOOL PHONE: (337) 217-4480 Ext 5124
Email: vickie.barto@cpsb.org

FUTURE DATES TO KNOW:

First Executive Board Meeting: February 15,16,17th 2019

Second Executive Board Meeting: September 14-15th 2019

NEWLY ELECTED STATE OFFICERS AND DISTRICT PRESIDENTS MUST ATTEND BOTH MEETINGS!!! ATTENDANCE IS MANDATORY

PRIMARY RESPONSIBILITIES of LASC OFFICERS

State President:

- To act as the chief executive of this organization.
- To appoint all committees.
- To preside at all meetings of this organization
- To attend the LASC summer workshop, NASC convention, SASC convention, and all Executive Board **Meetings**.
 - These are **MANDATORY** attendance functions.
- To assume all duties generally associated with the office of President
- To attend the NASC Conference to represent LASC at the State Presidents' meeting
- To attend the Executive Board Meeting ...spring and September **This is mandatory!**

State Vice-President:

- To execute the duties of the President in case of the latter's absence.
- To act as chairman of the election committee.
- To attend the LASC summer workshop and all Board **Meetings. This is Mandatory.**
- Attending SASC and NASC Conferences are optional but highly recommended.
- The advisor of the Vice-President school shall serve as Secretary of the advisors' meeting, recording all business transacted there, giving a copy of same to the Secretary school.
- The Vice-President school shall serve as Chairman of the District President schools. The Vice-President school shall provide leadership and facilities of his office to promote the growth and development of the district organization.
- To assume all the duties generally associated with the office of Vice-President.
- To attend the Executive Board Meeting ...spring and September. **This is mandatory!**
- To execute the duties of the President in case of the latter's absence.

State Secretary-Host:

- To keep the **records for all Convention proceedings.**
- To send the record to the Host school of the coming year.
- To make announcements at the convention.
- To keep a file of **all Convention plans and to file such for future host schools.**
- To collect convention fees for convention expenses.
- To act as the host of the State Convention.
- To send out information relative to the State Convention.
- To attend the LASC summer workshop and all **Board Meetings. This is mandatory!**
- Attending SASC and NASC Conferences are optional.
- To assume all duties generally associated with the office of Secretary-Convention Host
- To attend the Executive Board Meetings....spring and September. **This is mandatory!**
- To keep the records for all Convention proceedings.

State Parliamentarian:

- To settle matters of parliamentary procedure at meetings.
- To serve as chairman of the constitution committee and to see that the Constitution is current.
- To send a copy of the legally proposed amendments to all member schools two weeks before the State Convention **if any amendments are made, they must be submitted 30 days prior to Convention to the LASC Executive Director.**
- To attend the LASC summer workshop and all Board Meetings. **This is mandatory.**
- Attending SASC and NASC Conferences are optional.
- The advisor of the Parliamentarian school shall serve as the Parliamentarian in the advisors' meeting.
- To assume all duties generally associated with the office of Parliamentarian.
- To attend the Executive Board Meeting... spring and September. **This is mandatory.**

STATE OFFICER SCHOOL ADVISORS: It is mandatory that the Student Council Advisor of a State Officer School attend all Executive Board meetings with his/her student representative.

Agreement forms for Running and Serving In Office for the Louisiana Association Of Student Council

Directions: Please read each of the agreements listed in this document. All parties involved must sign and date the document. Please make copies of this agreement for all parties involved and keep a copy on file at your school.

- **Our school and student council understands the serious responsibility of serving as a State Officer in the Louisiana Association of Student Councils.**
- **All parties from the school seeking office at the LASC Convention have received and read all materials dealing with campaigning for a state office in LASC.**
- **Our Student Council understands the responsibilities and requirements of the State Office we are seeking.**
- **Our Student Council feels we meet the qualifications for the State Office we are seeking**
- **Our advisor and students attending the convention understand that the breaking of any campaign guidelines will result in the possible removal from the ballot (see campaign guidelines) by the State Executive Board**
- **Our principal, advisor, and council understand that if we do not fulfill each of the following, we can be removed from office by the State Executive Board and the school who received the next highest number of votes will be installed in the Office by the State Executive Board.**
- **The student who was presented on stage at convention as our representative for the office must be the person who serves in State Office unless approval to replace this student is granted by the LASC Executive Director. The advisor must notify the LASC Executive Director within 10 days of the student's removal or resignation and provide the name of his/her replacement.**
- **The advisor who was present at the convention must be the advisor for the year his/her school serves as a State Officer. If for some reason the advisor is replaced by the principal of the officer school, the principal must notify the LASC Executive Director within 10 days of the advisor's removal or resignation and provide the name of his/her replacement.**
- **Both the advisor and the student must attend any and all Planning Sessions and/or Board Meetings during their term of office.**
- **The student serving as State President must attend the NASC and SASC Conferences and the LASC Summer Workshop during the year he/she is serving as a State Officer. All other officers MUST ATTEND LASC functions and LASC Summer Workshop. Attending NASC and SASC Conferences is optional but highly recommended.**

Any infraction of the above agreements will result in LASC Executive Board action and the possible removal of the offending State Officer School from its LASC State Office.

CAMPAIGN RULES



I. ELIGIBILITY:

- A. A candidate school must have attended at least three (3) state conventions within the last five (5) years.
- B. A candidate school must have been a member of LASC for the past 3 consecutive years.
- C. A candidate school must have attended 3 summer workshops within the past 5 years.
- D. A current state officer school may not run for a state office at the same convention unless it is for the Secretary-Host position.
- E. A candidate school must adhere to the following Executive Board policies:

1. Any school seeking state office must **SEND BY CERTIFIED MAIL** the Candidate Intent Form AND the Nominating School Form to the Parliamentarian school BY **November 2, 2018.**

BY CERTIFIED Mail, send the declaration of intent to the following address:

Vickie Barto
Sam Houston High School
880 Sam Houston Pkwy
Lake Charles, LA 70611

2. The tentative roster of candidates running for office will be emailed to those schools running for office by **November 9, 2018.**
3. A school seeking office may make a change after seeing this roster or decline to run for office by **November 14, 2018.**
4. A finalized roster will be sent out on **November 16, 2018.**
5. A current state officer school can neither nominate nor actively campaign for any candidate school.
6. A school currently holding a state office may not nominate a school seeking office.

II. DELEGATION QUOTA:

- A. Schools running for an office may bring up to **12 students.** Only these 12 students may participate in the **skit, video, or campaign** for the school.

- B. **DO NOT** use the student representative's name on any of the Candidate School's campaign materials.
- C. **ONLY** the Candidate School's name may be used on poster, handouts, and flyers.

III. CAMPAIGN MATERIALS:

- A. A folder and/or envelope must be presented to the Parliamentarian school containing examples of everything that will be used to campaign. The folder must contain every handout and the poster that will be used throughout the campaign. These will be submitted at the candidate schools meeting at 11:30am on Saturday in the **auditorium**. A **mandatory skit** dress rehearsal will be held on Saturday afternoon in the **auditorium** immediately following the 11:30am meeting. Following the dress rehearsal will be a speech dress rehearsal.
- B. Absolutely no campaigning through the use of social media sites or any other form of **electronic or snail mail** communication can be made prior to the convention. This includes, but is not limited to: Facebook, Text-Messaging, Twitter, Instagram, You Tube, Snap Chat, **Letters, Flyers, and/or Post Cards**. Any violations must be reported promptly to the State Executive Director. Any school in violation will be immediately disqualified.
- C. Campaign materials must be in good taste and contain no demeaning or derogatory comments **regarding any school, or individual, or any other student council**.
- D. Handouts cannot be hung or posted on painted surfaces or floors. Painters tape may be used on brick walls or windows.
- E. No campaign materials are to be displayed or given out at the host school until all campaign materials have been approved by the Parliamentarian school at the candidate school meeting.
- F. Schools may spend up to \$600 on trinkets, campaign giveaways, or handouts. A cap of \$250 for donations for campaigning. Schools must, however, show written proof of the donated items of their receipts to the State Parliamentarian. **NO STICKERS** are to be used in anyway. **NO GUM, CANDY, COOKIES** or any other edible materials may be used. **NO CLICKERS, KAZOOS, WHISTLES, OR OTHER TYPES OF NOISEMAKERS** may be used.
- G. Candidate schools are allowed one tri-fold board to use for Meet the Candidate Session.. The specifics of the tri board include the following
 - The tri fold board may be any color.
 - Any sort of embellishments **ARE** allowed, but they must be securely fastened on to the poster board.
 - The tri fold board must be of standard size 36 x 48.

- H. Campaign materials cannot cover convention decorations.
- I. No signs or banners can be displayed in the hotels or in the auditorium/gym. On **Saturday night, campaigning must be confined to hand-outs ONLY, and only at the entrance doors.**
- J. Each candidate school may have up to 5 yard signs. No larger than 18 x 24 inches.
- K. All candidates must submit a 30 second video, without sound, promoting their campaign. This video will be played before the candidate speech. Please place the video on a jump drive.
- L. Each candidate school may have up to 5 yard signs. No larger than 18 x 24 inches.

IV. OPENING SESSION NOMINATIONS:

- A. The nomination will be made prior to the formal speech. The nomination is made according to Robert's Rules of Order by the nominating school.
Example: (Anywhere) High School nominates (Anyplace) High School for the office of State (Office).
- B. During the **Sunday afternoon General Session**, each candidate school will **have its student representative** give a two-to-three minute formal speech. The student who will serve as the official student representative for his/her school, if elected, must give this speech. This spokesperson must introduce him/herself by name and clearly state, "If elected, I (Name) will represent (School) as State (Office)."
- C. Time will be called at (3) minutes, at which point the student must immediately stop his/her speech. If time is called a second time, the school will lose its voting privileges **in the House of Delegates on Monday morning**.
- D. The dress for this speech is coat and tie for males and "business dressy" for females. **Skirts(s) and dress length** for females should be no shorter than 2 inches above her knees.

V. PRESENTATIONS (SKIT) FOR THE OPENING SATURDAY NIGHT SESSION AND THE SUNDAY AFTERNOON CAMPAIGN SPEECH:

A. Platform and Qualifications

Please Include:

Why are you seeking this office?

Why is your school qualified to hold the office?

How can your school help to improve LASC?

THE CAMPAIGN SKITS:

B. Five (5) minutes is allowed for the skit. If needed, up to thirty (30) seconds will be given to set up on stage. The five (5) minutes for the skit will begin immediately after thirty (30) seconds, or when the first word or movement of the skit occurs. Notification is given at four (4) minutes and again at four and a half (4 ½) minutes. Time is called at five (5) minutes. If a candidate school exceeds five (5) minutes, the school is not disqualified, but the presentation must cease immediately. If the Parliamentarian is forced to call time twice that school loses its voting privileges **in the House of Delegates on Monday morning**.

C. **ANY DANCING WITHIN THE CAMPAIGN SKIT MUST be limited to (1) Minute.**

D. **THE CANDIDATE'S SPEECH AND THE CAMPAIGN SKIT MUST HAVE A LEADERSHIP MESSAGE.**



Dues paying schools in the Louisiana Association of Student Councils who plan to campaign for an office in the association must adhere to the following policies.

- **Each school that runs for an office must follow all directions sent by the State Executive Director, the Parliamentarian School, and those approved by the Executive Board. This includes: qualifications for office, deadlines, methods of mailing materials and guidelines for campaigning.**
- **Proper signatures must be on all Campaign /Officer Agreement forms.**
- **Once a school is elected to serve in office, it must adhere to the Agreement Form signed when declaring its candidacy for State Office.**
- **Any breach of contract of the aforementioned Agreement Form will result in Executive Board action regarding the possible forfeiture of the State Office of the offending State Officer School.**

Officer agreement forms and information sheets(pages A,B,C,D) must be received by the State Parliamentarian School by CERTIFIED MAIL by November 2, 2018 in order for the school to be considered eligible to run for a State Office in LASC.

BY CERTIFIED MAIL....to Sam Houston High School with all pertaining information.

**Vickie Barto
Sam Houston High School
880 Sam Houston Pkwy
Lake Charles, LA 70611**

The following will be handled as special circumstances for possible removal from office by a vote of the LASC State Executive Board.

- **Either the advisor or the student is removed from the State Office or local student council position at their school for disciplinary reasons**

MEET THE CANDIDATES

Each campaigning school is required to be present from 2:00 – 4:00pm on Saturday, January 19 at Sam Houston HS to greet the delegates and introduce your school as a campaigning school for the LASC 2019 Convention. Schools will be provided with ONE table to display any items they wish to bring to represent their school.

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**REMEMBER THAT YOUR CANDIDATE INTENT FORM
MUST BE SENT BY CERTIFIED MAILED BY **NOVEMBER 2, 2018****

Please be sure that you have checked off the following WHEN THEY OCCUR:

- CERTIFIED MAIL Candidate Intent Form By November 2, 2018.
Be sure to make yourself a copy for your records!**
- Nominating School Form will also be due by November 2, 2018.
Be sure to make yourself a copy for your records!**
- Tentative roster of candidates from Sam Houston High School
sent to all candidates by November 9, 2018.**
- Important: ANY changes to seek a different State Office must be
EMAILED to us *BY OR BEFORE* November 14, 2018.**
- A finalized roster will be emailed on November 16, 2018.**
- Email any proposed amendments to the LASC State Constitution to
(in writing) thirty (30) days prior to convention.
Send to: vickie.barto@cpsb.org
Subject line: Proposed Amendments**

ATTENTION ASPIRING STATE-OFFICERS

**Senior High Schools: Any Student who will represent a school running for a
State Office at the 2020 Convention and beyond **MUST HAVE ATTENDED
THE PREVIOUS SUMMER WORKSHOP!****

**Junior High Schools: Any Student who will represent a school running for a
State Office at the 2020 Convention and beyond **MUST HAVE ATTENDED
THE PREVIOUS SUMMER WORKSHOP OR CONVENTION.****

INTENT TO RUN FORM-FORM A

Please complete the following information:

Name of School Seeking Office: _____

School Address: _____

School Phone Number: () _____

Fax: () _____

Student Council Advisor: _____

• **Home Address:** _____

• **Home Phone Number:** () _____

• **Cell Phone Number:** () _____

• **School email:** _____

• **Personal email:** _____

Information on School's Student Council: (To your knowledge)

_____ **Number of years in District No.** _____

_____ **Number of years in LASC**

_____ **Number of years in SASC**

_____ **Number of years in NASC**

List the last three years your school attended LASC Convention: _____

List the last three years your school attended LASC Workshop: _____

Has your school served in a State Office in LASC? If yes, when and what office:

There will be three (3) microphones available for your skit.

*** _____ **Number of microphones you will need for your skit.**

INTENT TO RUN-FORM B

Student Council Information

____ Number of members

____ Number of officers

____ Number of times a month your Council meets

Advisor Information:

____ Number of years in position

____ Year of last LASC Convention attended

Other clubs you have sponsored: _____

____ Number of years at your school

OFFICE SEEKING: _____

Information on student who will represent your school in LASC Office

Name: _____

Current grade in school: _____

Address: _____

Telephone number: (_____) _____

Current position in Student Council: _____

Check off the following that the student has attended prior to this year's Convention:

____ LASC Workshop (**Mandatory**)
Year(s) _____

____ SASC Convention
Year(s) _____

____ LASC Convention
Year(s) _____

____ NASC Convention
Year(s) _____

INTENT TO RUN-FORM C

Louisiana Association of Student Councils Agreement Form signature sheet for campaigning and serving in a State Office

All parties involved are asked to read, sign, and date the agreement form below.
This form must be completely filled out in order to run.

I have read and understand the enclosed materials on campaigning and serving as a State Officer in the Louisiana Association of Student Councils. I understand that the breaking of any of the enclosed agreements may result in removal from the ballot or removal from the state office our school is holding by the LASC Executive Board. If elected to a state office the school must adhere to the enclosed agreements or face removal from office.

Student Council Advisor
(attending convention) (Mandatory)

date

Student who will serve in office date
if school wins election (Mandatory)

date

Principal (Mandatory)

date

Parent Signature (Mandatory)

date

Louisiana Association of Student Councils Policies Dealing with Serving in State Office

Any student with an out-of school suspension or an expulsion from a school, or any other kind of major disciplinary action on his/her record may not attend or represent his/her school at any officially endorsed event or apply for a Workshop Staff position sanctioned by the Louisiana Association of Student Councils. This policy pertains to Middle Level /Junior High students as well. However, if a Middle Level School student has a major disciplinary action on his/her Middle/Junior High record, the disciplinary record of said student will NOT follow or impact that student when he/she enters high school.

LASC sanctioned events include District, State, SASC and NASC.

INTENT TO RUN-FORM D

Nominating School Information:

Remember: present LASC State Officer Schools and current District President Schools cannot nominate, nor campaign, nor seek an LASC State Office if the school is a current LASC State Officer School.

School: _____

Name of student who will make the nomination: _____

Advisor of nominating school: _____

Advisor's email of nominating school: _____

**This information will be emailed by November 2th, 2018 to
vickie.barto@cpsb.org**

Subject line: Nominating School for LASC

**By CERTIFIED MAIL ONLY... INTENT TO RUN FORM A,B,C,D
postmarked by November 2nd to State Parliamentarian school advisor.**

Vickie Barto
Sam Houston High School
880 Sam Houston Pkwy
Lake Charles, LA 70611