

LASC...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.

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, dedication to exceed the expectations of holding an LASC State Office and having computer skills are a **must!**

*If a High School or Middle School student seeks a State Office, it is **mandatory** that the candidate has attended LASC High School Summer Workshop and LASC State Convention prior to the 2025 State Convention.

ARE YOU READY TO MEET THE CHALLENGE?

If your school is interested in running for office, please fill out the following application (Form A, B, C and D) and send it by **certified mail** by **November 1, 2024** to

Paulette Campbell
Hackberry High School
1250 School Street
Hackberry, LA 70645

The State Parliamentarian's Advisor contact information is:

School Phone: (337) 762-3305 extension 1203

Email: paulette_campbell@camsch.org

Very important dates to know when running for this office:

First Executive Board Meeting: Pineville in February 2025

LASC Summer Workshop: June 1-5, 2025

Second Executive Board Meeting: Pineville High School in August 2025

LASC State Convention: January 15-19, 2026 at Pineville High School

Newly elected State Officers and District Presidents **must** attend both Executive Board Meetings and State Convention in their entirety. 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, LASC State Convention, and all Executive Board Meetings (These are **mandatory**)
- To assume all duties generally associated with the office of President.
- **Highly recommended but not mandatory:** Attendance at SASC, NASC, and/or Visions

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, LASC State Convention, and all Executive Board Meetings (These are **mandatory**)
- To assume all duties generally associated with the office of Vice-President.
- **Highly recommended but not mandatory:** Attendance at SASC, NASC, and/or Visions
- The Advisor of the Vice-President school shall serve as Secretary of the Advisor's meeting, recording all business transacted there, giving a copy 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 their office to promote the growth and development of the district organization.

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, LASC State Convention, and all Executive Board Meetings (These are **mandatory**)
- To assume all duties generally associated with the office of Secretary-Host
- **Highly recommended but not mandatory:** Attendance at SASC, NASC, and/or Visions

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
- The Advisor of the Parliamentarian school shall serve as the Parliamentarian in the advisors' meeting
- To attend the LASC Summer Workshop, LASC State Convention, and all Executive Board Meetings (These are **mandatory**)
- To assume all duties generally associated with the office of Parliamentarian.
- **Highly recommended but not mandatory:** Attendance at SASC, NASC, and/or Visions

State Officer School Advisors:

It is **mandatory** that the Student Council Advisor of a State Officer School attend all Executive Board Meetings with their 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 (at the end of this packet). **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 guidelines, 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 their 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 their replacement.
- Both the advisor and the student must attend all Planning Sessions and/or Board Meetings during their term of office.
- All officers **must attend** LASC functions and LASC Summer Workshop. Attending NASC, SASC and/or Visions is optional but highly recommended.
- 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 State Office or local Student Council position at their school for disciplinary reasons.

Any infraction of the above agreement 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) state conventions.
- B. A candidate school must have been a member of LASC for the past three (3) consecutive years.
- C. A candidate school must have attended at least three (3) summer workshops within the last five (5) summer workshops.
- 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. The advisor of the candidate school must have been an officer at the current school for at least two (2) years, including the current school year.
- F. A candidate school must adhere to the following Executive Board policies:
 - a. 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 1, 2024**. The address for this mailing is:
Paulette Campbell
Hackberry High School
1250 School Street
Hackberry, LA 70645
 - b. The tentative roster of candidates running for office will be emailed to those schools running for office by **November 4, 2024**.
 - c. A school seeking office may make a change after seeing this roster or decline to run for office by **November 13, 2024**.
 - d. A finalized roster will be sent out on **November 15, 2024**.
 - e. A current state officer school can neither nominate nor actively campaign for any candidate school.

II. Delegation Quota

- A. Schools running for an office may bring up to twelve (12) students. Only those twelve (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 posters, 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 a picture of the poster that will be used throughout the campaign. These will be submitted at the candidate schools meeting at 11:30 am on Saturday in the auditorium.
- B. A mandatory skit dress rehearsal will be held on Saturday in the auditorium immediately following the 11:30 am meeting. Following dress rehearsal, there will be a speech dress rehearsal.

- C. There will be absolutely **NO** campaigning through the use of social media sites or any other form of electronic or snail mail communications prior to the convention. This includes, but is not limited to Facebook, text-messaging, the X platform, You Tube, Snap Chat, Instagram, letters, emails, flyers and/or post cards. Any violations must be reported promptly to the State Executive Director. Any school in violation will be immediately disqualified.
- D. The candidate school's District Instagram will post pictures of campaigning but this is the only place that this is allowed to be posted.
- E. Campaign materials must be in good taste and contain no demeaning or derogatory comments regarding a school, individual or other Student Council.
- F. Handouts cannot be hung or posted on painted surfaces or floors. Painter's tape may be used on brick walls and windows.
- G. 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. If the candidate school is unsure about an item, please contact the Parliamentarian school.
- H. Schools may spend up to \$600 on trinkets, campaign giveaways or handouts. There is a cap of \$300 for donations for campaigning. Schools must show written proof of the donated items in their receipts to the State Parliamentarian. **No** stickers are to be used in any way. **No** gum, cand, cookies or any other edible materials may be used. **No** clickers, kazoos, whistles, or other types of noisemakers may be used.
- I. Candidate schools are allowed one tri-fold board to use for the "Meet the Candidate" Session. The specifics of the tri-board include the following:
 - **The tri-fold board may be any color but must be standard (36x48) size.
 - **Any sort of embellishments is allowed, but they must be securely fastened on to the tri-fold board.
- J. Campaign Materials cannot cover any of the Convention decorations.
- K. No signs or banners can be displayed in the hotels or in the auditorium/gym. On Saturday night, campaigning must be confined to flyers and/or trinkets only, near the entrance doors to the auditorium or gymnasium.
- L. Each candidate school may have up to two (2) yard signs. These can be no larger than 18x24 inches and is not included in the \$600 campaign budget.
- M. **Only** the Secretary-Host candidate school must submit a 30-second video, with sound, promoting their school. This video will be played before the candidate's speech. Please place the video on a jump drive and turn in to the Parliamentarian school at the meeting on Saturday.

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 their school if elected must give this speech. This spokesperson must introduce themselves by name and clearly state, "If elected, I (Name) will represent (School) as State (Office).
- C. Time will be called at three (3) minutes at which point the student must immediately stop their 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 dress for females. Skirt and dress length for females should be no shorter than top of the kneecap.
- V. Presentations (skit) for the opening Saturday night session and the Sunday afternoon campaign speech
- A. The candidate speech and skit must have a leadership message.
 - B. Speech-Platform and qualifications should include:
 - a. Why are you seeking this office?
 - b. Why is your school qualified to hold the office?
 - c. How can your school help to improve LASC?
 - C. Skit-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 after four (4) minutes and again after 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.
 - D. Skit-Any dancing within the campaign skit **must** be limited to one (1) minute.
- VI. Meet the Candidates
- A. Each campaigning school is required to be present from 2:00-4:00pm on Saturday, January 18th at Sulphur High School to greet the delegates and introduce their school as a campaigning school for the LASC 2025 Convention.
 - B. Schools will be provided with one table to display any items they wish to bring to represent and showcase their school.
- VII. Candidates
- A. 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.
 - B. Candidate schools must provide all proper signatures on all Campaign/Officer Agreement forms.
 - C. Once a school is elected to serve in office, it must adhere to the Agreement form signed when declaring its candidacy.
 - D. 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.

If your school is interested in running for office, please fill out the following application (Form A, B, C and D) and send it by **certified mail** by **November 1, 2024** to

Paulette Campbell
Hackberry High School
1250 School Street
Hackberry, LA 70645

Intent to Run Form A

Please complete the following information:

Name of school seeking office:

School address:

School phone number:

School fax number:

Student Council Advisor:

Home address of Advisor:

Home phone number of Advisor:

Cell phone number of Advisor:

School. Email of advisor:

Personal email of Advisor:

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

_____ Number of years in District _____ \

_____ 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 up to four 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
- _____ Number of years at your current school

Other clubs you have sponsored:

Office Seeking:

Information on student that will represent your school in the LASC Office

Name:

Current grade in school:

Home Address:

Home Phone number:

Cell Phone number:

Current position in Student Council:

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

- _____ LASC Workshop-years:
- _____ SASC Convention-years:
- _____ LASC Convention-years:
- _____ NASC Convention-years:

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 Office 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-Must be attending convention

Date

Student who will serve in office

Date

Principal

Date

Parent Signature

Date

Louisiana Association of Student Council's 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 their record may not attend or represent their 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/Junior High student has a major disciplinary action on their Middle/Junior High record, the disciplinary record of said student will ***not*** follow or impact that student when they enter high school. LASC sanctioned events include District, State, SASC and NASC.

Intent to Run Form D

Nominating School Information

Remember: Current 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.

Nominating School:

Name of Student that will make the nomination:

Advisor of nominating school:

Advisor's email of nominating school:

While this form should be mailed along with Forms A, B, and C, this information should also be emailed by November 1, 2024, to paulette_campbell@camsch.org with the subject line: Nominating School for LASC.