

Dakota High School Student Government

Executive Board Election Packet

Student Name: _____

Grade for 2020-2021 school year: _____

Number of years on Student Government: _____

Phone Number: _____

Position (circle one)

- President
- Vice President
- Treasurer
- Secretary

Packet Due: Wednesday, April 15th to

Ms. Herberholz in room 224

Dakota High School

Guidelines for Student Government Executive Board Candidates

Listed below are the rules and regulations for the election of next year's Student Government Executive Board. Also listed are the duties and qualifications for each position. Please read all the information before completing your packet. The candidate meeting will be held on **Wednesday, April 15th at 6:45am in room 224.** **Attendance at this meeting is mandatory.** If there are extenuating circumstances as to why you cannot attend the meeting you must make arrangements with Ms. Herberholz ahead of time.

ELECTION REGULATIONS

I. Packets

- All completed packets should be turned in to Ms. Herberholz in room 224 by the end of the school day on **Wednesday, April 15th.**
- A packet will be considered valid if it contains:
 1. A completed cover page
 2. The Commitment Letter signed by both student and a parent.
 3. The completed free response page with certification signature.
 4. Two completed Teacher Recommendation Forms submitted on your behalf.

III. ELECTIONS

- Elections will take place at student government meetings in April. The details for each election date are listed below.
- **Monday, April 20th** – President and Primary Election (if necessary). If there are greater than three candidates for a position, a primary election will be held to narrow the candidates down to three.
- **Monday, April 22nd** – Vice President, Secretary, and Treasurer
 - Students that do not win an elected position are eligible for one of the four appointed positions on the executive board.

IV. DUTIES OF STUDENT GOVERNMENT EXECUTIVE BOARD MEMBERS

- The Executive Board is the governing body of the Student Government, and it is responsible for the development and management of the overall organization. The Executive Board represents the entire student body of Dakota High School.
- **Note:** Candidates running for **President** must have served on Student Government in good standing for **at least 2 years**. Candidates for **all other executive board positions** must have served on Student Government in good standing for **at least 1 year**. All candidates must not have been placed on probation, or have been removed from office, while serving in the Senate prior to the year of taking office

Some specific duties for each position include:

President

- He/she shall serve as the presiding officer over all Student Government Activities
- He/she has the authority to appoint members of committees and designate chairperson of committees
- He/she shall prepare an agenda for all Student Government meetings
- He/she shall plan and execute at least one Executive board meeting per week.

Vice President

- He/she shall serve as the presiding officer at Student Senate meetings when the President is not there
- He/she shall be responsible for aiding in the facilitation of activities of standing committees
- He/she shall attend at least one Executive Board Meeting per week.
- He/she shall be responsible for the duties delegated by the President

Recording Secretary

- He/she shall record the minutes of all Student Government Senate and Executive Board meetings
- He/she shall be responsible for notifying members of meetings
- He/she shall collect committee reports when requested by Executive Board President
- He/she shall be responsible to keep an up-to-date attendance record
- He/she shall be responsible for the duties delegated by the President
- He/she is responsible for recording the results of all voting decisions made during Student Senate and Executive Board meetings

Treasurer

- He/she shall be responsible for all financial transactions related to the Student Senate
- He/she shall authorize expenditures at the approval of the Student Government Advisor
- He/she shall keep an orderly record of all financial matters of the Student Senate
- He/she shall attend at least one Executive Board Meeting per week.
- He/she shall be responsible for the duties delegated by the President

Additional Information: A candidate for executive board must have/maintain a **GPA of 2.750** or higher. Behavior that has resulted in suspension from school or violated acceptable behavior as described in the Student Code of Conduct will be grounds for removal from Student Government. The same applies once elected to office. ***Student government must take priority over other obligations, including clubs and athletics.***

Executive Board Commitment Letter
Due **Wednesday 4/15** to Ms. Herberholz in room 224

Dear Candidate,

The following is a letter of commitment for candidates interested in running for an executive board position on Student Government for the 2020-2021 academic year.

You are choosing to run for an executive board position (president, vice president, secretary, or treasurer). If successful, you are committing to a very busy schedule for the 2020-2021 school year. Time commitments include: weekly Student Government meetings (held after school on Mondays), weekly executive board meetings (before school), and various events that student government plans or supports. In addition, the first month of school will be heavily focused on Homecoming 2020, Spirit Week activities, and functions in both the NGC and Main Building. There will also be summer meetings and time commitments. Your attendance at Student Government meetings and events are part of your commitment as an executive board member and failure to follow through on these commitments may be a cause for removal from the position.

Attendance is required at these meetings and many related events, with limited absences due to school business, athletics and/or activities. Participation in these events related to your respective class and Student Government **must** take priority. Remember, you are choosing to run with full knowledge of the required commitment. If you feel that you cannot commit to the position and the required time, then you should reconsider. If you will be playing sports or plan on being heavily involved in another club/activity for the 2020-2021 school year, please speak with your coach and/or advisor to pre-approve this commitment.

As an executive board candidate, you must have/maintain a **GPA of 2.750** or higher. Behavior that resulted in suspension from school or violated acceptable behavior as described in the Student Code of Conduct is also an aspect of eligibility for the position and will be grounds for removal from Student Government. The same applies once elected to office. Please read this letter carefully and fully consider the time commitment, should you be elected. Please print your name in the space provided below, sign, have a parent sign, and return it with your application packet.

Thank you for your cooperation and desire to be a part of Dakota High School's Student Government Executive Board.

If you questions or concerns, please feel free to contact Ms. Herberholz, Student Government Advisor, at kherberholz@cvs.k12.mi.us or Mrs. Young, Student Activities Director, at kyoung@cvs.k12.mi.us

Student Name: _____

Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Dakota Student Government Executive Board

Free Response Questions

Please answer all the following questions completely and to the best of your ability. Provide specific explanations, when necessary.

1. Why do you want to run for executive board?

2. What do you think are your strengths as a leader?

3. What are some areas where you think you could improve your leadership skills?

4. What significant contributions have you made to Student Government up until this point in time?

5. What other clubs and/or athletic teams do you plan on being involved in next year and in what capacity? (member, captain, executive board member, etc.)

6. What specific goals do you have for the general Student Government next year? How can you contribute to achieving those goals?

7. What specific goals do you have for executive board next year? How can you contribute to achieving those goals?

8. What do you think is the most important quality in a leader? Explain why.

9. What conferences and/or camps have you attended during your time on Student Government? This includes MASC/MAHS events and the summer camp hosted by our own Student Government. Please list the names and years for each one.

I _____ certify that the responses I have submitted are my own and accurately reflect my experiences with leadership and student government.

Student Signature: _____ **Date:** _____

Student Government Executive Board Teacher Recommendation Form

Students: This form is to be completed by one of your current teachers (or class council advisor). The teacher will return the form to the advisor. Students, please give this to a teacher who knows you well enough to evaluate you appropriately. Forms should be given to the teacher no later than **Wednesday, April 15th**.

Teachers: Please complete the form below and return to Kelly Herberholz's mailbox by **Friday, April 17th**. Completed forms can also be scanned and emailed. ***Thank you for your time!***

Student Name: _____

Student Government Position Sought (circle one): President Vice President Treasurer Secretary

How long have you known this student and in what capacity? _____

1. Punctuality	1 Habitually late	2	3 Usually on time	4	5 Always on time
2. Initiative in performing tasks	1 Does things only when specifically assigned	2	3 Takes some initiative	4	5 Looks for things to do; does extra work; tries to find solutions to problems
3. Communication both in writing and verbally	1 Does not express self well	2	3 Communicates adequately	4	5 Easily expresses self
4. Responsibility (for own actions and rules)	1 Takes no responsibility, doesn't follow rules	2	3 Takes some responsibility, usually follows rules	4	5 Accepts responsibility; always follows rules
5. Character (honesty, citizenship, respect)	1 Dishonest, often disrespectful to others	2	3 Honest, usually respectful to others	4	5 Always honest and respectful
6. Ability to follow instructions	1 Does the work first; reads instructions later	2	3 Usually follows instructions	4	5 Consistently listens or reads carefully; good attention to detail
7. Organization	1 Slow to organize and start work	2	3 Adequately organizes to make the best use of time	4	5 Very efficient and well organized
8. Quality of Work	1 Careless	2	3 Dependable; rarely find errors	4	5 Exceptional work; accurate and complete
9. Dependability	1 Needs constant supervision	2	3 Occasional supervision needed	4	5 Supervision required only in learning tasks
10. Cooperation and Attitude (attitudes toward work, other students; ability to work with others)	1 Shows reluctance to cooperate; complains frequently; does not accept suggestions	2	3 Usually a good team player; makes effort to cooperate	4	5 Adapts to situation; cheerful; thoughtful of others

Please complete the back of the form as well!

Please provide any additional comments about this student being a member of the StuGo executive board.

Teacher's Name Printed: _____ **Phone Ext:** _____

Teacher's Signature: _____

Date student requested recommendation: _____

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Student Name: _____

Student Government Position Sought (circle one): President Vice President Treasurer Secretary

How long have you known this student and in what capacity? _____

11. Punctuality	1 Habitually late	2	3 Usually on time	4	5 Always on time
12. Initiative in performing tasks	1 Does things only when specifically assigned	2	3 Takes some initiative	4	5 Looks for things to do; does extra work; tries to find solutions to problems
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Teacher's Signature: _____

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