

## CHS Class Administration

Class Officers consist of a president, vice president, secretary and treasurer. Each of the four classes (freshman, sophomore, junior and senior) has a faculty/staff sponsor(s) to facilitate activities within each class.

### Administration Committee

Members: Class Administration Representatives of each homeroom and the four class officers.

Duties:

- The responsibility of promoting class activities rests with the class administration committee.
- The class administration committee shall meet monthly.
- The members of the class administration committee shall ask the members of the homeroom groups to volunteer for membership on special class committee.
- It is hoped that all students will participate in the activities of their class.

### Character of School Officers

Applicants for positions as school officers should have demonstrated a record of satisfactory academic achievement and school citizenship. **It is expected that all students who hold school offices will serve as models of school citizenship. School officers are expected to know and conform to all school rules and procedures. An administrator may remove officers who violate school policies, rules and procedures from office at any time.** Officers should operate openly and honestly with their adult sponsor in the leadership of the organization.

### Conduct of Elections

The following campaigning rules are designed to produce fair campaigns for all candidates. They are also designed to prevent the school building from being damaged by overzealous campaign staffs:

The Student Council Sponsor or Class Sponsor will provide all candidates with an Agreement Form, stipulating the rules outlined below. A campaign cannot begin until this form is signed and returned to the sponsor.

### Campaign Signs and Banners

- Signs may be posted on glazed block or tile surfaces only - not on painted surfaces, lockers, or glass.
- Masking tape should be used to hang signs.
- No Stickers or Computer Labels. They litter the building and create significant cleaning problems.
- After the election, win or lose, candidates are expected to remove all campaign materials from the walls.

### Speeches

The sponsor must preview campaign speeches. When he/she reviews the speech with the sponsor, the final agreed upon speech is the speech that must be given at the assembly or class meeting. The student may not deviate from the reviewed and agreed upon speech. Such deviation could disqualify the candidate.

### Duties of Officers

- The President shall preside at all class meetings and the meetings of the class administration committee.
- The Vice-President shall serve as president at any time whenever the president is absent.
- The Secretary shall be the recording and corresponding secretary of both the class and the class administration committee.
- The Treasurer shall be the disbursing officer for the class and shall be the custodian of all class funds

## **Method of Election**

The election of class officers shall be conducted in the following manner:

- Any student who desires to become a candidate for any class office shall present himself to the class sponsor and make formal application.
- Formal application shall consist of completing a statement of qualifications and securing the signature of a sponsoring faculty member and their team administrator.
- The names of all students who have made application for candidacy and who fulfill the qualifications stated above shall be placed on the primary ballots which shall be presented to all class members in a primary election.
- In the primary election each class member shall vote for one candidate for each office. The three (3) candidates having the highest number of votes shall be the candidates in the general election.
- In the general election the names of the three candidates for each office as determined in the primary election shall be placed on the ballot.
- The general election shall follow the primary election. The candidates shall be announced and presented to the class in an assembly before the general election.
- All voting shall be by secret ballot.
- Elections to each office shall be by plurality of votes cast