



PINCKNEY COMMUNITY SCHOOLS

celebrating lifelong learning

Class Council Secretary

**Pinckney Community High School
Election Procedures
Job Description**

*****PLEASE READ ALL RESPONSIBILITIES*****

- 1. Record the minutes of all class meetings. Maintain a notebook of these and provide copies to the advisors.**
- 2. Regularly attend and participate in class council and Student Government activities and meetings. Excessive unexcused absences will result in loss of position.**
- 3. Coordinate and facilitate the participation of your class in Student Government activities.**
- 4. Must participate in a minimum of two (2) committees each semester.**
- 5. Be in compliance with the school's co-curricular code of conduct.**
- 6. Uphold all school rules and be a positive role model for the student body. Set a positive example for all Pinckney High School students.**
- 7. Be accurate, efficient, trustworthy, dependable, and prompt regarding all Class Council activities.**
- 8. Listen to other students who share their ideas at meetings.**

*****I have read the above job description. I understand the requirements of the position and wish to be considered for this position*****

Student Name (PRINT): _____

Current Grade (CIRCLE ONE): 9th 10th 11th

Student Contact Phone Number: _____

Student E-mail Address: _____

Student Signature

Date

Parent Signature

Date



Election Information Packet

All students that desire to run for class office or Student Government must fill out the appropriate forms, have parental or guardian signatures, have a 2.0 GPA and not have received any level 3 or 4 discipline referrals.

Each grade will elect a President, Vice President, Secretary, and Treasurer and eight class council members. They will also elect four Student Government representatives. Each grade will also have two Student Government representatives that are appointed.

The Vice President and Secretary of each grade serve on Student Government. This is to ensure good communication between each class and Student Government.

Our school also has two positions and two alternates to the KLAA. These are two-year positions open to all underclassmen. These are appointed positions.

**EACH CANDIDATE MUST FILL OUT AND RETURN
FORMS TO MRS. HARRIS**

**THESE FORMS ARE DUE NO LATER THAN 2:49PM
EASTERN STANDARD TIME -*check due date on
website***

Pinckney Community High School

Student Government / Class Council Election Procedures

The following positions will be elected:

- Class President
- Class Vice President
- Class Treasurer
- Class Secretary
- Class Council Representatives (8 Per Grade)
- Student Government Representatives (4 Per Grade)

If you aren't elected to any office you can apply to be appointed after review by faculty:
Student Government Representatives (2 Per Grade) - See Mrs. Maurer or Mr. Kroll
at the beginning of your freshmen year.

The Class Council Board Representatives will be the leadership for each grade. They will attend Class Council Board and committee meetings as established by the officers and advisors. The Vice President and Secretary will be members of Student Government. Any positions not filled through election procedures will be filled through an application process with the advisors and officers making the selections.

Student Government Representatives will represent their class as members of Student Government. They will participate in Student Government meetings, committee meetings, and activities.

Campaign Rules:

- All posters must be placed in appropriate places in the building i.e. bulletin boards (*NOT ON DRYWALL, COLUMNS, OR BRICK*) - *Check Poster map.*
- All posters and campaign materials must be appropriate and meet school guidelines and be approved by Principals or Mrs. Harris
- All posters and signs must be removed by the end of the day

Posters and campaign materials that belittle opponents will result in termination of your candidacy. Campaign signs and materials cannot refer or address opponents in any form.

NO SOCIAL MEDIA CAMPAIGNING WILL BE ALLOWED.
NO CAMPAIGNING IN CLASSROOMS ON ELECTION DAY

Failure to adhere to these rules will result in the termination of your candidacy.

**Pinckney
School
Student**



High

**Government and Class Council
Elections**

I, _____, have read the election information packet and understand and agree to follow all the procedures outlined in the packet.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____