



2022-2023 Boswell High School **Class Officer Election Criteria**



Each candidate must meet the following criteria in order to have their name placed on the final ballot. All criteria must be completed by Thursday, April 14. If there are any questions, contact Ms. Keyes in room G-123 or at kkeyes@ems-isd.net. The criteria are as follows:

1. **ONLINE CLASS OFFICER APPLICATION:** Each candidate must submit their completed application with all questions answered fully BY THURSDAY, APRIL 14. <https://tinyurl.com/BosClassOffApp2022>
2. **PARENT PERMISSION FORM:** Each candidate must have their parents/guardians complete the Parent Permission Form and submit it with their application. DUE WITH APPLICATION ON THURSDAY, APRIL 14.
3. **BALLOT STATEMENT:** The ballot we will include a candidate ballot statement and picture which helps introduce you to voters, teachers and peers, who are unfamiliar with you. The statement must be 50 words or less and contain nothing inappropriate for distribution. You may **e-mail it to Ms. Keyes at kkeyes@ems-isd.net**. With the statement, remember what my mom always told me... "Remember who you are and who you represent." I guess I would add "...and how you want to be remembered!" DUE WITH APPLICATION ON THURSDAY, APRIL 14.
4. **VIDEO:** Each candidate will record a 15-20 second speech which will be included as a link with the candidate ballot statement. This speech should share who the candidate is and why the candidate is running for this leadership position. These should be recorded, posted privately to Microsoft Stream, YouTube or some other video sharing application, and the link (shared with anyone who has the link) included in the online application, which is due by THURSDAY, APRIL 14. The video should be positive in nature and promote good qualities of the candidate running. There will be no mudslinging, name-calling or tearing down of any opponent, or you will not be allowed to run for office. REMEMBER THAT YOU ARE RUNNING FOR A CLASS OFFICER POSITION...NOT A SPECIFIC OFFICE.
5. **TEACHER RECOMMENDATION:** Ask 3 of your teachers to complete a recommendation form and return it to Ms. Keyes' Box. The you selected to rank you on your dependability, attendance, leadership, courtesy, cooperation, attitude, maturity, organization, trustworthiness, and communication. The candidate may be removed from the ballot, if the average of the recommendations falls below 50%. The candidate and their parents will be notified in advance of removal.
6. **CAMPAIGNING:** All campaigning must be positive in nature. There will be no mudslinging, name-calling nor any negativity to or about your opponents; as any such acts are cause for removal as a candidate. Each candidate MAY make campaign flyers 8½" x 11" AND 2-6 foot banners. These must be presented to Ms. Keyes in G-123 for approval by THURSDAY, APRIL 14 and hung in approved locations after school on THURSDAY, APRIL 14. **REMEMBER THAT YOU ARE RUNNING FOR A CLASS OFFICER POSITION...NOT A SPECIFIC OFFICE.**

DUE DATES: Items 1-4 must be completed and/or turned in by Thursday, April 14. If you have all items completed, you will be named as a candidate on the ballot. The ballot names will be sent for your viewing via e-mail on Monday, April 18. The elections will be held via Election Runner online Tuesday, April 19 through Thursday, April 21. You will find out via e-mail who won no later than Thursday, April 21, and the results will be announced to the school on Friday, April 22 during second period.

Class Officer Qualifications, Job Descriptions and Discipline

General Qualifications and Requirements

All students holding the class officer positions described below must:

- Have at least an average of 70 in all classes at the time of candidacy and maintain the same academic standard for their term duration.
- Demonstrate the highest standards of personal conduct, to act in the best interests of their school at all times, to reflect opinions of the students they represent to the best of their ability, to promote school spirit, and to learn to practice effective leadership and good citizenship.
- Maintain a minimum of 90% attendance per semester
- Follow the student code of conduct and have no major disciplinary infractions (Suspension/DAEP) or commit any other seriously inappropriate behavior, such as academic dishonesty, during the year of election or the year of office.

Failure to meet any of these requirements may result in dismissal from the class officer candidacy or elected office.

Job Descriptions

All class officers will be expected to participate in monthly meetings. All class officers will represent their class by being a part of Boswell Student Council, and Class Presidents will serve of the Student Council Executive Board. Senior Officers will have additional assigned duties in preparation for Prom and Graduation.

President

1. Preside over any class or class officer meetings or other class-related functions.
2. Serve on the Student Council and work in conjunction with Student Council activities on campus.
3. Prepare a written agenda for each meeting.
4. Represents the class at all Principal's Cabinet Meetings
5. Represents the class as a member of the Student Council Executive Board.
6. Plans and executes class fundraisers (with vice president and treasurer) and other class activities, under the direction of the class sponsor.
7. Handle general correspondence for the class.
8. Regularly communicate with class sponsors.
9. Other duties as determined by the class officer board and the sponsor.

Vice President

1. Oversees recruitment for all spirit activities to represent the class.
2. Serve on the Student Council and work in conjunction with Student Council activities on campus.
3. Represents the class at all Principal's Cabinet Meetings.
4. Works with the president and under the direction of the class sponsor and administrative advisor to plan class fundraisers and activities.
5. Prepares to successfully plan and run class meetings and activities in the absence of president. Moves into the role of President if the presidency is vacated or when the president delegates.
6. Must attend all class and class officer meetings.
7. Regularly communicate with class sponsors.
8. Other duties as determined by the class officer board and the sponsor.

Secretary

1. Serve on the Student Council and work in conjunction with Student Council activities on campus.

2. Take attendance at all class officer meetings and keep record of attendance.
3. Takes minutes at class meetings or other class functions.
4. Delivers the meeting minutes to the class sponsor and keeps a record on file.
5. Advertises for class events.
6. Must attend all class and class officer meetings.
7. Regularly communicate with class sponsors.
8. Other duties as determined by the class officer board and the sponsor.

Treasurer

1. Serve on the Student Council and work in conjunction with Student Council activities on campus.
2. Presents fundraising ideas for approval to the class advisor and administration.
3. Oversees and organizes fundraisers, under the direction of the class sponsor.
4. Give Treasurer's report at class officer meetings and keep accurate financial records of class accounts.
5. Must attend all class and class officer meetings.
6. Regularly communicate with class sponsors.
7. Other duties as determined by the class officer board and the sponsor.

Representatives

1. Serve on the Student Council and work in conjunction with Student Council activities on campus.
2. Support and assist the other elected officers with specific duties when needed.
3. Must attend all class and class officer meetings.
4. Regularly communicate with class sponsors.
5. Other duties as determined by the class officer board and the sponsor.

Discipline and Removal of Class Officers

- Concerned students, staff, or faculty may submit a request for review of a class officer's performance to a Student Council Advisor, Class Sponsor or the Administration at any time to determine if grounds for removal have been met. From there, it will be the responsibility of the advisor(s) and administration to evaluate that class officer's actions to determine if removal is necessary.
- Grounds for removal may include:
 1. Failure to attend all assigned activities without notice in advance.
 2. Failure to function properly in a leadership capacity.
 3. Failure to follow through on activities initiated by their class board or working outside the scope of their duties.
 4. Failure to acceptably represent BHS to the community and/or violation the Student Code of Conduct.
 5. Failure to maintain at least a 70 in all classes prior to running and maintaining this same academic standard for the duration of their term in office.
 6. Failure to maintain satisfactory school attendance (90%).
 7. Failure to follow all rules and responsibilities required of his or her position.
- If officer removal occurs, the class officer in question will be asked to immediately vacate the board position. If the office of President is vacated, the Vice-President will assume the role of President. For all other vacated offices, the class officers and advisors will choose a qualified prospective appointee to any vacated class officer position.
- Any class officer who has been removed from office may not run for any class officer position or Student Council officer position, unless given prior approval by administration and the Student Council/class advisor(s) for the following year.

Boswell High School Class Officer Application

Name _____ Classification (2022-2023) _____
Address _____
City _____ Zip _____ Phone Number _____
Cell Phone Number _____ E-mail _____

**PLEASE COMPLETE THE ONLINE APPLICATION FOR STUDENT BODY OFFICER CANDIDATES,
IN ADDITION TO THIS FORM AT: <https://tinyurl.com/BosClassOffApp2022>.**

Parent/Guardian Permission Form

Dear Parent or Guardian:

As you know, your child has decided to run for class officer position and serve on the Boswell Student Council. This is quite an endeavor on his/her part. The Boswell High School Student Council is a very active organization throughout the entire school year. Just running for office shows extreme commitment and pride on your child's part. Thank you for instilling those characteristics in your child. If you have any questions or comments, please contact Ms. Katie Keyes by phone (817-602-7652) or e-mail (kkeyes@ems-isd.net). ***Please complete and sign this form and have your child submit with their application.***

Thanks again,
Katie Keyes and Krysta Reed, Student Council Advisors

.....
Complete the following questions:

1. Are you aware that there are meetings at least two meetings per month on Monday afternoon or Tuesday mornings during the school year and that your child will be expected to be there for each? Yes _____ No _____
 2. Do you understand that if your child is going to be absent from a meeting it is his/her responsibility to discuss the absence with *the advisor* ahead of time and to ensure that his/her duties are fulfilled for the meeting? Yes _____ No _____
 3. Do you understand that if your child does not fulfill his/her obligations he/she may be removed from his/her position? Yes _____ No _____
 4. Do you understand that if my child is expelled from office or the Student Council or fails to fulfill participation requirements, he or she will not be allowed to serve on the Student Council again until the following year, nor will he or she be allowed to run for office the following year. Yes _____ No _____
 5. Do you understand that your child must pay dues (\$30) to be in Student Council? Yes _____ No _____
 6. Do you feel that your child serves as a positive role model in character, leadership, and self-motivation? Yes _____ No _____ Explain.
 7. Do you give permission for your child to run for Class Officer for 2022-2023 school year? Yes _____ No _____
 8. What are your biggest concerns about your child taking on a class officer position?
9. Are you willing to volunteer for special events we have throughout the school year? Yes _____ No _____

Parent Signature: _____ Parent phone: _____

Parent e-mail: _____

Report Card and GPA Check

Please attach a printed copy of your last report card from Skyward to the back of this application.

Teacher Evaluation Information

Please list the teachers you plan to give a recommendation to for completion. This will help us in case a teacher does not return the evaluation form. Detach the teacher evaluations from the back of the packet and ask them to return them by April 14 to Ms. Keyes. Please be sure to give the teacher the form by April 11 at the latest.

Teacher Name	Subject you were taught by teacher	Date Evaluation given to teacher	Score

PLEASE COMPLETE THE ONLINE APPLICATION FOR STUDENT BODY OFFICER CANDIDATES, IN ADDITION TO THIS FORM AT: <https://tinyurl.com/BosClassOffApp2022>. The application includes submitting a photo, ballot statement, and video statement.

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

CLASS OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by April 14, 2022 to Ms. Keyes box or room.** Thank you.

Rating Scale

- 5 = Always/ Excellent**
- 4 = Often/ Above Average**
- 2 = Occasionally/ Average**
- 1 = Seldom/ Below Average**
- 0 = Never/ Poor**

LEADERSHIP	Always/ Excellent	Often/ Above Average	Occasion ally/ Average	Seldom/ Below Average	Never/ Poor
1. The student displays initiative and is action oriented.	5	4	2	1	0
2. The student is flexible in attitudes, ideas, and actions.	5	4	2	1	0
3. The student displays a positive outlook.	5	4	2	1	0
4. The student is a consistent and diligent worker.	5	4	2	1	0
5. The student is enthusiastic about work and achievement.	5	4	2	1	0
6. The student is capable of leading peers.	5	4	2	1	0
RESPONSIBILITY & DEPENDABILITY					
7. The student attends class regularly. (less than two absences)	5	4	2	1	0
8. The student makes an effort to understand the course objectives and seeks extra help when needed.	5	4	2	1	0
9. The student is punctual to class and in completing assignments by the designated time.	5	4	2	1	0
10. The student takes responsibility for his/her actions.	5	4	2	1	0
11. The student completes tasks without complaining and providing excuses.	5	4	2	1	0
12. The student is capable of being trusted.	5	4	2	1	0
RELATIONSHIP SKILLS					
13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers.	5	4	2	1	0
14. The student works well in group settings and contributes appropriately.	5	4	2	1	0
15. The student accepts constructive criticism without becoming defensive.	5	4	2	1	0
16. The student shows self-confidence and self-respect around peers.	5	4	2	1	0
CONDUCT					
17. The student willingly follows rules and directions.	5	4	2	1	0
18. The student is courteous and respectful toward authority.	5	4	2	1	0
19. The student is considered a role model whose behavior in class is above reproach.	5	4	2	1	0
20. The student represents the school in a positive manner.	5	4	2	1	0
TALLY					

TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

CLASS OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by April 14, 2022 to Ms. Keyes box or room.** Thank you.

Rating Scale

- 5 = Always/ Excellent**
- 4 = Often/ Above Average**
- 2 = Occasionally/ Average**
- 1 = Seldom/ Below Average**
- 0 = Never/ Poor**

	Always/ Excellent	Often/ Above Average	Occasion ally/ Average	Seldom/ Below Average	Never/ Poor
LEADERSHIP					
1. The student displays initiative and is action oriented.	5	4	2	1	0
2. The student is flexible in attitudes, ideas, and actions.	5	4	2	1	0
3. The student displays a positive outlook.	5	4	2	1	0
4. The student is a consistent and diligent worker.	5	4	2	1	0
5. The student is enthusiastic about work and achievement.	5	4	2	1	0
6. The student is capable of leading peers.	5	4	2	1	0
RESPONSIBILITY & DEPENDABILITY					
7. The student attends class regularly. (less than two absences)	5	4	2	1	0
8. The student makes an effort to understand the course objectives and seeks extra help when needed.	5	4	2	1	0
9. The student is punctual to class and in completing assignments by the designated time.	5	4	2	1	0
10. The student takes responsibility for his/her actions.	5	4	2	1	0
11. The student completes tasks without complaining and providing excuses.	5	4	2	1	0
12. The student is capable of being trusted.	5	4	2	1	0
RELATIONSHIP SKILLS					
13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers.	5	4	2	1	0
14. The student works well in group settings and contributes appropriately.	5	4	2	1	0
15. The student accepts constructive criticism without becoming defensive.	5	4	2	1	0
16. The student shows self-confidence and self-respect around peers.	5	4	2	1	0
CONDUCT					
17. The student willingly follows rules and directions.	5	4	2	1	0
18. The student is courteous and respectful toward authority.	5	4	2	1	0
19. The student is considered a role model whose behavior in class is above reproach.	5	4	2	1	0
20. The student represents the school in a positive manner.	5	4	2	1	0
TALLY					

TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

CLASS OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by April 14, 2022 to Ms. Keyes box or room.** Thank you.

Rating Scale

- 5 = Always/ Excellent**
- 4 = Often/ Above Average**
- 2 = Occasionally/ Average**
- 1 = Seldom/ Below Average**
- 0 = Never/ Poor**

	Always/ Excellent	Often/ Above Average	Occasion ally/ Average	Seldom/ Below Average	Never/ Poor
LEADERSHIP					
1. The student displays initiative and is action oriented.	5	4	2	1	0
2. The student is flexible in attitudes, ideas, and actions.	5	4	2	1	0
3. The student displays a positive outlook.	5	4	2	1	0
4. The student is a consistent and diligent worker.	5	4	2	1	0
5. The student is enthusiastic about work and achievement.	5	4	2	1	0
6. The student is capable of leading peers.	5	4	2	1	0
RESPONSIBILITY & DEPENDABILITY					
7. The student attends class regularly. (less than two absences)	5	4	2	1	0
8. The student makes an effort to understand the course objectives and seeks extra help when needed.	5	4	2	1	0
9. The student is punctual to class and in completing assignments by the designated time.	5	4	2	1	0
10. The student takes responsibility for his/her actions.	5	4	2	1	0
11. The student completes tasks without complaining and providing excuses.	5	4	2	1	0
12. The student is capable of being trusted.	5	4	2	1	0
RELATIONSHIP SKILLS					
13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers.	5	4	2	1	0
14. The student works well in group settings and contributes appropriately.	5	4	2	1	0
15. The student accepts constructive criticism without becoming defensive.	5	4	2	1	0
16. The student shows self-confidence and self-respect around peers.	5	4	2	1	0
CONDUCT					
17. The student willingly follows rules and directions.	5	4	2	1	0
18. The student is courteous and respectful toward authority.	5	4	2	1	0
19. The student is considered a role model whose behavior in class is above reproach.	5	4	2	1	0
20. The student represents the school in a positive manner.	5	4	2	1	0
TALLY					

TOTAL SCORE _____

