

MCJC

Montgomery County Junior Councils

Montgomery County Public Schools - Student Affairs Office

www.montgomeryschoolsmd.org/departments/studentaffairs

1200 Main Street, Gaithersburg, MD 20878

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Interested in running for an MCJC office?

Guide for MCJC Elected Positions



All applications are now on-line.

Officer online application deadline 4:00 p.m. March 15, 2012

(Election officers need to be available for new staff interviews from 4:30-6:45 pm on May 2, 2012 (followed by an MCJC executive board meeting from 7:00-8:30 p.m.)

Read all information carefully, particularly the number of meetings that officers and staff must attend. Refer questions to [**Karen L Crawford@mcpsmd.org**](mailto:Karen_L_Crawford@mcpsmd.org).

Elected Officers

President, Vice President, Treasurer, Recording Secretary

Term of Office - close of the last meeting of the General Assembly of the year in which the election occurs through the close of the final meeting of the following year.

President Requirements:

- all requirements listed in the MCJC constitution, Article V, VI, VII
- "...students in middle and high school must maintain a 2.0 average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activity listed as non-athletic..." MCPS Policy IQD, Academic Eligibility for Extracurricular Activities
- preside at all General Assembly meetings. This means missing classes from approximately 9:30am - 1:40pm for the five or six general assembly meetings: October, November, December, February, March/April, and possibly May. (See draft calendar at end of packet) Create agendas for general assemblies and submit four days prior to the meeting.
- preside at all MCJC Executive Board meetings. The Executive Board meets from 7:00-8:30pm at the Student Affairs Office building (CESC in Rockville) one evening a month for the months of June, October, November, December, January, February, March, April, and May. (See draft calendar at end of packet). Create agendas for executive board meetings and submit two days prior to the meeting.
- attend the MCJC advance in early September (all day retreat on a Professional Day or overnight on a Friday – Saturday at the Smith Center in Montgomery County).
- attend the annual Board of Education meeting with student leaders (the BOE sets this date - usually for early December)
- testify on behalf of MJC at the Board of Education budget hearing in the fall – follow up testimony at the County Council in the spring
- attend the Board of Education business meeting in the spring for the recognition of Student Leadership Week (evening meeting in March)
- attend MASC Executive Board meetings as the representative for MCJC. The August meeting is an overnight, usually hosted in Montgomery County at our outdoor education facility. The other meetings are full day meetings typically in October (school day in Oct), December (overnight Fri-Sat usually in Anne Arundel County), February (Sat), and May (Sat). These meetings are held all over the state.
- attend the MASC Fall Leadership Conference (all day Saturday in November) – register through the president's home school, however, MCJC will pay registration fee, typically \$20.
- attend the MASC Legislative Session (all day Saturday in late January or early February) – register through the president's home school, however, MCJC will pay registration fee, typically \$25.
- attend the MASC Convention (two and one-half days out of school, overnight usually in late March) – register through the president's home school, however, MCJC will pay registration fee, typically \$225-\$250.
- apply for an MCPS email account – frequent correspondence with MCJC advisor, student affairs coordinator, and other MCJC officers/staff is conducted using the MCPS email system. Access to MCPS email is on the web. Access is also available at school.
- *encouraged, not required, to attend the summer Maryland Leadership Workshop, July 15-21, 2012 (Tuition is \$575 if complete registration and payment are received by May 1st. Tuition is \$675 after May 1st. MLW has scholarship money available - www.mlw.org.)*

Vice President, Treasurer, and Recording Secretary Requirements:

- all requirements listed in the MCJC constitution, Article V.
- "...students in middle and high school must maintain a 2.0 average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activity listed as non-athletic...." MCPS Policy IQD, Academic Eligibility for Extracurricular Activities
- attend all General Assembly meetings. This means missing classes from approximately 9:30am - 1:40pm for the five or six general assembly meetings: October, November, December, February, March/April, and possibly May. (See draft calendar at end of packet)
- attend all MCJC Executive Board meetings. The Executive Board meets from 7:00-8:30 pm at the Student Affairs Office building (CESC in Rockville) one evening a month for the months of June, October, November, December, January, February, March, April, and May. (See draft calendar at end of packet)
- attend the MCJC advance in early September (all day retreat on a Professional Day or overnight on a Friday – Saturday at the Smith Center in Montgomery County).
- attend the annual Board of Education meeting with student leaders (the BOE sets this date - usually for early December)
- attend the Board of Education business meeting in the spring for the recognition of Student Leadership Week (evening in March)
- apply for an MCPS email account – frequent correspondence with MCJC advisor, student affairs coordinator, and other MCJC officers/staff is conducted using the MCPS email system. Software can be downloaded and installed on home computers. Access is also available at school.
- *Encouraged to attend to support the MCJC president, the Board of Education budget hearing in the fall – follow up testimony at the County Council in the spring*
- *encouraged to attend the MASC Fall Leadership Conference (all day Saturday in November) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee typically \$20*
- *encouraged to attend the MASC Legislative Session (all day Saturday in late January or early February) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee typically \$25*
- *encouraged to attend the MASC Convention (two and one-half days out of school, overnight in late March or early April) – must register through home school and follow home school SGA requirements. MCJC Advisor will chaperone if school advisor is not attending. Registration fee, typically \$225-\$250 (school SGA may be able to help with cost)*
- *encouraged, not required, to attend the summer Maryland Leadership Workshop, July 15-21, 2012 (Tuition is \$575 if complete registration and payment are received by May 1st. Tuition is \$675 after May 1st. MLW has scholarship money available - www.mlw.org.)*

Vice-President

- **Subsection a.** To serve as the Acting President in the absence of the President
- **Subsection b.** To attend MCR Executive Board meetings (monthly, 7:30 - 8:30pm at CESC).
- **Subsection c.** To assist the President in the execution of the duties of the office
- **Subsection d.** To help organize programs for MCJC General Assembly meetings
- **Subsection e.** To succeed to the Presidency in the event that the office is vacated.

Treasurer

- **Subsection a.** To prepare a budget for the fiscal year, which shall be defined as the school calendar year
- **Subsection b.** To supervise the collection of dues and recognition of member schools
- **Subsection c.** To organize the yearly membership drive, including incentive programs
- **Subsection d.** To maintain complete and accurate financial records for MCJC.

Additional requirements

- Set a membership goal and work to have all middle school join MCJC
- Coordinate any fundraisers
- Plan programs and efforts to support the state charity at MCJC events
 - work with school leaders to build support for the charity
 - set goals pertaining to the state charity and report on the progress of such goals to the executive board and general assembly

Secretary

- **Subsection a.** To maintain and publish complete and accurate records of all MCJC business
 - Work closely with the MCJC advisor and Coordinator for Student Affairs so that all minutes are typed and turned in one week after every meeting.
- **Subsection b.** To work with specified Executive Board members to itemize by school any roll call vote taken on a main motion and record said votes in the minutes
- **Subsection c.** To work with other specified Executive Board members to handle all MCJC correspondence.

MONTGOMERY COUNTY JUNIOR COUNCILS (MCJC)

ELECTION RULES for March 2012 Officer Elections

Authority: MCJC Constitution, Article VII, Section 1 and 2

Article VII: Election of Officers

1. Nomination. On-line applications shall be submitted to the Student Affairs Office by 4:00 p.m. no later than one week prior to the election date. See application for specific deadlines. The election meeting of the General Assembly shall be the next to last regularly scheduled General Assembly meeting of the year (providing there are six general assemblies).
2. Election Campaign Procedures. The executive committee shall determine all election campaign procedures during the month of January.

1. Candidates for the offices of president, vice-president, treasurer, and secretary must complete an on-line "MCJC Officer Application." This online form must be turned in to the Student Affairs Office no later than 4:00 p.m. Thursday, March 15, 2012. For offices where no candidate applications had been previously submitted, the online process will re-open for election at the next general assembly. The deadline for the application is 4:00 p.m. one week before the general assembly.
2. After the deadline for candidate applications, the candidates for specific offices shall draw lots to decide the order in which speeches shall be given (usually before the general assembly is convened).
3. The candidates will give speeches. All speeches shall be limited to three (3) minutes. Candidates may use visual aids, including computer visuals (i.e. powerpoint). Computer visual aids should be brought on a memory stick/flash drive and turned in to Mrs. Crawford upon arrival.
4. If more than two (2) candidates are running for any one office, the ballot shall be preferential.
5. A question and answer period, not to exceed 15 minutes (or not to exceed 20 minutes if there are four or more candidates), involving the candidates for president, vice president, treasurer, and secretary shall follow the general speeches for each office.
6. In the election of each officer, the candidate receiving the majority of votes shall be declared the winner.
7. The display of campaign literature and materials by candidates shall be controlled by the host school regulations. No campaign materials are allowed to be distributed in the general assembly area. No food products may be distributed as part of campaigning at any time. If refreshments are served in the same room as the general assembly, candidates may actively campaign with materials until the general assembly is called to order. Campaign literature and materials are the responsibility of the candidates (in other words, please clean up after yourself).
8. Candidates may have parents drive them to the general assembly early for purposes of campaigning. Candidates may bring two additional campaign helpers with them. Students riding with parents must turn in MCPS form 560-31 signed by the SGA advisor, parent, and an administrator when they arrive at the general assembly. (Form 560-31 can be downloaded from the MCJC elections web site (<http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcjc> or www.mcjc.info).
9. Defacing or doing other damage to campaign materials of opponents is prohibited. Such actions by candidates or those working on his/her behalf may result in the disqualification of the candidate. The presiding officer, after consent of the MCJC advisor, shall be empowered to disqualify offenders. The disqualification, if appealed, may be overturned by a 2/3 vote of the MCJC Executive Board present.
10. Total expenditures for campaigning may not exceed \$25.00 (Professional services rendered, donated supplies—paper, etc., shall be included in calculating costs.) Candidate financial statements (and appropriate receipts) must be turned in to the MCJC advisor before the opening of the Election General Assembly.
11. All candidates are responsible for what they say and print. Printed materials should have the candidate's initials (posters, brochures, buttons, etc.). Initials may be duplicated from an original if multiple copies are being made. Exceptions to this rule should be approved by the MCJC advisor (i.e. printed message on a pencil, etc.)
12. All campaigning shall end when the general assembly is called to order. It is the responsibility of the candidate to remove all campaign materials
13. The MCJC advisor and other adults shall be appointed to be the Tellers' Committee. This committee shall be responsible for tabulating the ballots for all elections held during the general assembly meeting. The Student Affairs Coordinator will be an observer during the counting process. If possible, some sort of electronic ballot shall be used.

Adopted: January 2012

MCJC Draft Calendar 2012-2013



MCJC Advance – overnight “retreat” at the MCPS Outdoor Education Center (Smith Center) Friday, September 14, 2012, 4:30 p.m. through Saturday, September 15, 2012, 4:00 p.m. Tentative cost \$20 (covers overnight insurance, confidence course fee, materials, food)

Executive Board Meetings 7:00-8:30 p.m. (cafeteria, Carver Educational Services Center) (directions: <http://www.montgomeryschoolsmd.org/boe/meetings/directions.shtml>)

- June 12, 2012*
- October 3, 2012
- November 8, 2012
- December 5, 2012
- January 2, 2013**
- February 5, 2014
- March 13, 2013
- April 10, 2013
- May 15, 2013
- June 11, 2013*




* Please bring an ice cream topping to share

**The January executive board meeting will begin at 6:00 p.m. with a pot luck dinner. Please bring a dinner dish to share.

General Assemblies – buses pick up students at schools between 9:30 – 10:00 a.m., the General Assembly is at a host middle school from 10:30 a.m. until 12:45 p.m. (bring or buy a lunch) and the buses return students to school between 1:15 – 1:45 p.m.



- Wednesday, Oct. 17, 2012
- Tuesday, December 11, 2012
- Thursday, January 31, 2013
- Monday, March 4, 2013 (*elections*)
- Tuesday, May 7, 2013

- **Annual Meeting with the Board of Education**
7:00 – 9:00 p.m., Carver Educational Services Center usually an evening in December – date set by the BOE
- **Annual MCJC Fundraiser Activities**
To be determined by the MCJC treasurer 
- **Board of Education meeting recognizing Student Leadership Week**
6:00 – 7:00 p.m., Carver Educational Services Center
Tentative date: March evening BOE meeting (TBD)
- **Board of Education Budget Hearings (fall)**
County Council Budget Hearings (spring)



MASC Tentative Calendar

- Advance August 14-17, 2012
- ExBd, Ed. Forum October 23, 2012
- Fall Leadership Conf. Nov. 17, 2012
- Winter Retreat Dec. 7, 2012 (*overnight*)
- ExBd meeting Dec. 8, 2012
- LegSes Training Jan. 19, 2013
- LegSes Training Feb. 1, 2013
- Legislative Session Feb. 2, 2013
- ExBd Meeting Feb. 23, 2013
- Leg. Lobbying Day Feb. 25, 2013
- Convention March 21-23, 2013
- ExBd meeting May 18, 2013

SMOB Advisory Council
The calendar will be set after the election of the 2012-2013

Special Elections Committee Meetings: 5:30-6:30 p.m. CESC cafeteria (before MCR exbd)

- October 2, 2012 • November 7, 2012 • December 4, 2012
- March 12, 2013 • April 9, 2013 (*may have 1-2 additional meetings in Feb/April to prepare for the March SMOB Nominating Convention and the April Election*)