

Montgomery County Regional Student Government Association



Student Affairs Office

1200 Main Street, Room 120 Gaithersburg, MD 20858

Office: 301-670-1419 Fax: 301-670-1407 Cell: 301-318-6384



Interested in running for an MCR office?



Guide for Elected MCR Officers

Officer online application due at 4:00 p.m. one week prior to
the Election General Assembly

(Elected officers need to be available for staff interviews on
Thursday, May 3, 2012 4:00-6:45 p.m.)

***Note: Interested officer candidates are encouraged to attend the remaining
MCR executive board meetings and
MCR general assemblies. Schedules may be found on the web at
[www.montgomerycountyschoolsmd.org/departments/
studentaffairs/sga/mcr](http://www.montgomerycountyschoolsmd.org/departments/studentaffairs/sga/mcr) (select the executive board and/or general assembly
links on the right navigation bar).***

Candidate Voter Guide – MCR Officers: Along with the officer candidate application, please submit to the Student Affairs Office a résumé/profile of your qualifications, related experiences, goals, etc. Your profile should not exceed 1,000 words and should be typed in Microsoft Word (or rich text format) Times New Roman, 12-point font, with one-inch border. Email this as an attachment in Microsoft Word or rich text format to Karen_L_Crawford@mcpsmd.org. Please call 301-318-6384 if you do not receive a reply of receipt of your email. This will be published at the Election General Assembly.

**The application link can be found at
[http://www.montgomeryschoolsmd.org/departments/
studentaffairs/sga/mcr/eb_elections.shtm](http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcr/eb_elections.shtm)**



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.

The application link can be found at

http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcr/eb_elections.shtm



President Requirements:

- all requirements listed in the MCR constitution, Article VI
 - Chair all meetings of the General Assembly, the Executive Committee, and the regional caucus at MASC functions;
 - Represent MCR at meetings of the MASC Executive Board; In case the president is absent, a representative, may take his/her place at the meeting, with full voting privileges.
 - Represent the viewpoint of MCR to the community-at-large;
 - Appoint eligible people to fill positions such as are specified in the Bylaws, subject to approval of the Executive Committee;
 - Be an ex-officio member of all committees;
 - Carry out directives of the General Assembly or the Executive Committee; and
 - Perform all other functions devolving upon the office.
- "...students in 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 (See draft calendar at end of packet)
- preside at all MCR Executive Board meetings (See draft calendar at end of packet)
- attend MASC Executive Board meetings as the representative for MCR. The August meeting is an overnight, usually hosted at an outdoor education facility. The other meetings are full day meetings typically in October (school day at MSDE), December (overnight Fri-Sat), March (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, MCR will pay registration fee, typically \$20.
- attend the annual Board of Education meeting with student leaders (the BOE sets this date - usually for early December)
- testify on behalf of MCR at the Board of Education budget hearing in the fall – follow up testimony at the County Council in the spring
- attend the MASC Legislative Session (all day Saturday in late January or early February) – register through the president's home school, however, MCR will pay registration fee, typically \$25.
- attend the Board of Education business meeting in the spring for the recognition of Student Leadership Week (evening meeting in March)
- 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, MCR will pay registration fee, typically \$225-\$245.
- apply for an MCPS email account – frequent correspondence with MCR advisor and other MCR 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 22 through July 28, 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 Secretary Requirements:

- all requirements listed in the MCR constitution, Article VI (see specifics below)
- "...students in 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 (See draft calendar at end of packet)
- attend **all** MCR Executive Board meetings (See draft calendar at end of packet)
- attend the MCR Advance (retreat) in September (typically 3:00-8:30 p.m. on a school day in early September).
- 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 meeting in March)
- apply for an MCPS email account – frequent correspondence with MCR advisor and other MCR officers/staff is conducted using the MCPS email system. Access to MCPS email is on the web. Access is also available at school.
- *encouraged to attend MASC Executive Board meetings. The August meeting is one day during the week before school, usually hosted at an outdoor education facility. The other meetings are full day meetings typically in October (school day at MSDE), December (Sat), March (Sat), and May (Sat). These meetings are held all over the state.*
- *encouraged to attend the MASC Fall Leadership Conference (all day Saturday in November)*
- *encouraged to attend the MASC Legislative Session (all day Saturday in late January or early February)*
- *encouraged to attend the MASC Convention (two and one-half days out of school, overnight usually in late March) –*
- *encouraged, not required, to attend the summer Maryland Leadership Workshop, July 22 through July 28, 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

Clause 2. The Vice President shall:

- Assume the duties which the President is unable to fulfill;
- Act as student advisor to MCJC and attend meetings of the Executive Committee of the organization;
- Be an ex-officio member of all committees;
- Carry out directives of the General Assembly, the Executive Committee, or the President; and
- Assume the presidency should the office be vacated.

Treasurer

Clause 3. The Treasurer shall:

- Prepare a budget proposal for the fiscal year, which shall be defined as July 1 through June 30;
- Supervise the collection of dues and maintain records of membership status;
- Maintain complete and accurate financial records for MCR;
- Handle all monetary matters;
- Supervise any roll call vote taken at meetings of the General Assembly and the Executive Committee;
- Assume the duties which the Vice President is unable to fulfill;
- Carry out directives of the General Assembly, the Executive Committee, or the President; and
- Become acting vice-president should the office be vacated until such time as a special election shall be held to fill the office.

Secretary

- Take complete and accurate minutes of all meetings and publish those minutes;
- Handle all matters of correspondence for MCR and maintain records of that correspondence;
- Oversee all information dissemination activities of MCR;
- Publicize scheduled MCR meetings and activities;
- Carry out directives of the General Assembly, the Executive Committee, or the President;
- Maintain the roll of all meetings of the General Assembly and Executive Committees;
- Supervise any roll call vote taken at meetings of the General Assembly and Executive Committee.

MCR Election Rules:

Candidates must read the MCR Constitution for details on qualifications, duties, etc.

1. Nomination forms must be filed with the MCR Executive Board by 4:00 PM at least one week prior to the March General Assembly. (IF THERE IS NOT A FULL WEEK OF SCHOOL BEFORE THE APRIL GENERAL ASSEMBLY DUE TO HOLIDAYS, NOMINATION FORMS MUST BE FILED THE LAST DAY BEFORE SPRING BREAK.) If there are no nominations filed for a specific office, the Chairperson (presiding officer) shall accept nominations for that office from the floor.
2. Only the names of those delegates who have been officially nominated will appear on the ballot.
3. The method of voting in all elections shall be by secret ballot. When possible, balloting shall be done electronically.
4. Following the MCR constitution and bylaws, only authorized voting delegates and staff may vote.
5. Should more than two persons be nominated for any specific office, preferential balloting shall be used. Any time a candidate receives a plurality of the votes cast (the most number of votes), he/she shall be elected.
6. All candidates for office shall have the right to give a campaign speech prior to the election. The speech shall not exceed four (4) minutes for presidential candidates and three (3) minutes for all others. Candidates may use visual aids, including computer visuals (i.e. PowerPoint) to supplement their speeches. Electronic visual aids must be brought to the general assembly and turned in to the media technician immediately upon arrival.
7. There will be a maximum of sixty minutes for speeches and a question/answer period, to be distributed proportionately between the groups of candidates, giving priority time to the office of president.
8. Spontaneous questions will be taken from the Assembly and will be evaluated for decency and appropriateness by the presiding officer or appointed microphone "screeners."
9. Questions may be addressed to any candidate or all candidates. All candidates shall have the option of responding to any question.
10. Responses from candidates will be limited to one (1) minute each.
11. The order in which the candidates respond will be rotated.
12. Elections will conclude when all authorized voters have cast their ballot.
13. Write-in candidates will **not** be considered when counting ballots. Ballots will only be considered if the candidate's name is clearly discernable.
14. The tellers committee, supervised by the MCR Advisor or other appointed adult, and comprised of seniors not from candidates' schools, shall double count all ballots. If there is not sufficient time to follow full election procedures, the ballots shall be sealed and the tellers committee will reconvene at the Student Affairs Office at a time when such committee can meet, but no later than four days after the general assembly. The results would then be given to the MCR president who would contact all candidates with the results and announced publicly at the following General Assembly. If electronic ballots are used, the MCR president shall appoint two seniors, not from candidates' schools, to observe the electronic tally of the ballots.
15. All literature and handouts used shall bear the sponsoring candidate's signature or a facsimile of this signature.
16. No campaign literature, handouts, or promotional materials may be distributed during a General Assembly. **No food products may be distributed at any time.**
17. No candidates may lobby or campaign during voting.
18. Campaign banners, posters, and signs shall not be permitted in the General Assembly area (i.e. inside the auditorium).
19. The total cost of each candidate's campaign materials may not exceed \$50. Donated materials and professional services must be included at fair market value in the total cost. A financial report must be turned in to the MCR Treasurer along with receipts upon arrival at the General Assembly. If the Treasurer is a candidate, the president shall appoint another officer to collect the financial statements.
20. All candidates shall conform to the rulings of the Chairperson; any violations of the election rules, as decreed by the Chairperson, may result in disqualification. Disqualification of a candidate requires a 2/3 vote of the MCR Executive Board members present. If sufficient time is not available for an appropriate "hearing" by the Executive Board, that contest shall be tabled until the next general assembly and the Executive Board will make a final ruling on the possible disqualification at their meeting prior to the next general assembly.
21. In the event of a violation of the election rules, the election results may not be finalized until the full MCR Executive Board has acted on the alleged violation.
22. At the beginning of the elections, the presiding officer will make a statement to the general assembly that delegates should vote for the candidate for whom they feel is most qualified. Delegates should not vote for a candidate simply because he/she is from their school. A delegate should vote for the candidate of his or her own choosing.
23. MCR candidates and two campaign helpers may drive to the general assembly. The proper MCPS transportation form with parent and principal signature must be brought to the general assembly and turned in at registration. Candidates who drive without written permission will be reported immediately to their school principal and will be reported to the general assembly for violation of a county rule.

MCR Draft Calendar 2012-2013

MCR Advance – “retreat” at the MCPS Carver Educational Services Center (see directions below)
September 6, 2012, 3:30 -8:30 p.m. (*Tentative cost \$5 - covers materials and food*)

Executive Board Meetings 7:00-8:30 p.m.

Cafeteria, Carver Educational Services Center

(directions: <http://www.montgomeryschoolsmd.org/boe/meetings/directions.shtm>)

ALL officers and appointed staff MUST attend ALL executive board meetings.

- June 11, 2012*
- September 6, 2012 (Advance)
- October 2, 2012
- November 7, 2012
- December 4, 2012
- January 3, 2013
- February 4, 2013
- March 12, 2013
- April 9, 2013
- May 16, 2013**
- June 10, 2013*



* Please bring an ice cream topping to share

**May 16, 2013 Executive Board meeting is a special meeting starting at 6:30 p.m. with dinner followed by an awards program and the passing of the gavel.

- **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. **ALL officers and appointed staff MUST attend ALL general assemblies.**



- Tuesday, October 9, 2012
- Thursday, November 15, 2012
- Wednesday, December 19, 2012
- Wednesday, February 13, 2013
- Friday, March 15, 2013
- Monday, April 15, 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

- **MCR Fundraiser Activities**
To be determined by the MCR 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)

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
- 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*)