

Guide to Running for Elected Office

Convention is right around the corner, so it's time to start thinking about running for office! The following guide can help you on your path to the Executive Board by elaborating on a few of the often confusing elements of campaigning in the OJCL. As always, if you have any questions, please don't hesitate to contact me at parliamentarian@ojcl.org.

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2016-2017 OJCL Parliamentarian

I. Pre-Convention Checklist

1. Submit Candidate Pre-File Form via by ojcl.org/students/prefile.php by January 18 at 11:59 PM
2. Mail the Parliamentarian your permission slip (this requires signatures from your sponsor and a parent)
3. Prepare your Nominations Committee (NomCom) speech
4. Find someone to make your General Assembly speech introduction
5. Prepare your GA speech
6. Practice answering Meet the Candidates questions with friends
7. Design and print campaign posters (they're usually 8.5" by 11")
 - a. Note – you are not allowed to use stickers.
8. You have a SPENDING LIMIT OF \$50, but candidates typically spend much below the limit. Bring receipts of purchased items

II. The Process

1. Candidates submit Pre-File form (the Pre-File form is a series of questions about you and why you want to run for office; it's like a resume)
2. The Pre-File forms are compiled into a packet given to chapter Sponsors at the start of Convention
3. Nominations Committee (Friday night)
 - a. All chapters send one sponsor and two voting delegates
 - b. All candidates register with their sponsors
 - c. Each candidate for an office speaks for one minute
 - d. The voting delegates vote for the best candidate
 - e. The two candidates receiving the most votes move on to the General Election

- i. Note – if an office is State of Emergency (see below) but one person prefiled, he or she goes directly to the General Election
 - f. At the end of the meeting, all posters and other campaign materials must be approved by Mr. Dean and the Parliamentarian (the candidates form a line and both people look at each poster and give it the thumbs up or thumbs down)
 - g. Campaigning begins at the close of NomCom
- 4. General Election (Saturday) - candidates campaign to earn the votes of a majority of voting delegates
- 5. At GA II each candidate and an introducer will address the Convention
- 6. Meet the Candidates - current officers ask questions of candidates (one or two serious and one humorous question per office)
- 7. Voting Caucus - each chapter meets to discuss candidates and decide how their voting delegates will vote
- 8. Campaign materials removed
- 9. Election results announced Sunday morning after contest and test results

III. The Rules

- 1. If you feel like you need to ask, ask or don't do it
No campaigning until after NomCom
- 2. No stickers
- 3. All campaigning must be positive
- 4. All campaign materials must be pre-approved by State Chair Mr. Dean and the Parliamentarian
- 5. Speeches cannot exceed 1 minute at NomCom and 3 minutes at GA (including the introduction)
- 6. Do not interfere with the campaigns of others
- 7. All evidence of your campaign must be removed before the Third General Assembly
- 8. Candidates must attend NomCom and Meet the Candidates
- 9. Chapters may only prefile two candidates
- 10. A delegate cannot prefile for an office if that office is held by someone from his/her chapter

IV. State of Emergency

When less than two delegates prefile for an office, the office enters State of Emergency, which means that the rules change slightly. The Parliamentarian announces State of Emergency elections at the first General Assembly. In that case, delegates from Chapters which already have two delegates running can

run. Delegates can also run if the office they are running for is currently held by someone from their Chapter.

V. Campaigning

Disclaimer: The following tips are not written in stone. This is just a baseline for delegates new to the campaign trail.

- Be active at Convention! Make your presence known.
- Communicate with the voting delegates individually.
- Make sure to talk to your fellow OJCLers (especially from different schools) to generate popular support.
- Make yourself memorable.
- Put effort into posters. A well put together poster is helpful, a poorly constructed one can be very disadvantageous.
- Practice public speaking.
- Have an idea of how you want to approach people (why you're running for office, experience, what you'll do in office) and keep it to about 30 seconds – don't bore your colleagues!
- Act professionally and wear formal attire while campaigning.
- Most delegates limit their campaign materials to posters and flyers, but consider going outside the box. If you have questions, email the Parliamentarian at parliamentarian@ojcl.org.
- Consider using small treats (like Skittles—keep in mind allergies!) with catchy slogans to help voters remember you.
- Have fun! (or at least fake it)