

# **Campaign Corner 2019**

## **A Guide to Running for Office**

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### **Running for Office: A Note From Your Parliamentarian**

JCL holds a unique meaning to each and every one of us, but above all it unites us as one big family. Meeting many JCLers at conventions and making amazing memories with these new friends has impacted many of us, and is a display of how much love and joy that JCL has brought. If you feel this way towards the JCL, then you should seriously consider running for state office. The process is not only fun and rewarding, but you will also experience endless JCLove and support from your peers. Regardless of the outcome, running for office is a great learning experience.

Although the election process may seem very daunting, the purpose of this publication is to fully inform you on the election procedure and hopefully alleviate any worries you may have, so that you can come to state forum fully prepared to run for office.

If you have any concerns or inquiries, do not hesitate to contact me at [parliamentarian@fjcl.org](mailto:parliamentarian@fjcl.org). All of the officers are here for you, and would love to help you in any way that we are able.

-Esha Patel  
2018-19 FJCL Parliamentarian

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### **Eligibility and Choosing the Right Office**

First things first, make sure that you are eligible to run for office. According to the FJCL Constitution, you must be in good standing with your school, have completed at least one classics course by the start of the term of office, and have attended at least one State Forum.

Additionally, if you are running for President or Vice President, you must have attended at least one National Forum.

When deciding to run for office, make sure you consider your strengths and weaknesses. There are five elected offices, each of which require different skills, so be sure to choose a position that is right for you. For example, if you're not the best photographer, historian may not be the office for you. But if you're a great notetaker, you may want to consider running for recording secretary. If you would like more details on each office and what the job entails, I recommend you read the notes from each of the officers at the end of this Campaign Corner. I also highly suggest that you read the officer logs in each edition of the *Uvae Vitis* - these are painstakingly detailed accounts of the officers' work throughout the year.

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### **Filing for Office**

Once you have decided to run for a certain position, the first step is to discuss your decision with your parent(s), teacher, and principal, as you will need their approval in order to run. Once approved, ask your teacher for the Declaration of Candidacy form, which can be found within the registration materials on the FJCL website. This form will ask you for information such as your GPA and your eligibility, as well as the necessary signatures of approval. As the form must be notarized, make sure to fill this out with ample time to go and receive your notarization. In addition, you must submit a statement on why you would like to be an officer, which will be published in the *Uvae Vitis* at the state convention. The link to this form is attached below, and the page appears at the very end of the document. **Note that the Declaration of Candidacy form must be postmarked by March 10th, 2019 and sent to the CAF Vice President** (along with the rest of your school's registration forms).

After completing the paperwork, the fun part begins! When compiling your campaign, think of what you would like to see changed in the FJCL, and how the office that you are running for can help bring this change. Prepare your speeches and platform well for state forum so that you can arrive calm and confident.

[2019 State Ludi and Election Registration](#)

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### **Responsibilities at State**

N.B. Candidates should be in formal attire as they will be making stage appearances.

Boys: dress slacks, dress shirt with collar, necktie

Girls: dress or dress slacks

### Opening Assembly

Your first appearance as a candidate will be at Opening Assembly on Thursday. You will be allotted 60 seconds to speak on your behalf (unless you are running for president, in which case you will have 90 seconds). You will be speaking to everyone in attendance at the forum, from students to teachers to sponsors, so make sure you plan your speech well! After the close of the assembly, you must submit all campaign receipts to the Parliamentarian at the front of the stage. Now, campaigning officially begins. Prior to the assembly, absolutely no campaigning is permitted, and doing so can lead to harsh consequences such as disqualification from the election.

### Campaigning

After Opening Assembly, you are free to campaign as much as you would like until the casting of the ballot. It is very important that you stay within the hotel's regulations: posters may be displayed on glass and cork boards, but not on painted walls or wallpapers, unless they are freestanding (no tape, tacks, etc). All posters must be removed by 10am on Saturday. Also make note that campaign expenditures cannot exceed \$30 total, even if the items were on sale or donated.

#### Campaign Tips:

- Be confident in yourself
- Meet as many people as possible and make connections with them
- Find a few friends to help you campaign throughout the day - your platform will reach more people, more easily
- Take any chance available to campaign - attend events like karaoke, ludi, etc.
- Be creative with posters and other campaign materials in order to catch people's attention

### Candidate's Open Forum

On Friday evening, all candidates must attend Candidate's Open Forum, where again you will be given 60 seconds (or 90 seconds for presidential candidates) to speak. Here, you will be addressing the voting delegates from every school, so you should speak in greater depth regarding your platform, experience, etc. You will also be asked a few questions, both from a current officer and from the audience.

### Business Meeting

On Saturday morning, the actual voting will take place at the Business Meeting. Candidates are required to be present, but do not have any actual duties or responsibilities at this meeting.

### Closing Assembly

Election results will be announced! In the event of election, you will be officially sworn in, and will briefly meet with the new and old officers at the close of the assembly. Whatever the outcome, running for office is truly a once-in-a-lifetime experience that you will never forget.

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### **Tips from the Current FJCL Officers**

#### 1. President

- a. **Job Description:** The President's role is foremost to chair all the meetings of the FJCL, at States, during Fellowship at Nationals, at Fall Forum, and during the several teleconferences that take place over the year. The President is also responsible for overseeing the general activity of the board, mediating between the other officers, communicating with the CAF VP, and coordinating Fall Forum.
- b. **Advice:** It's never too early to start planning Fall Forum. But in seriousness, if you are elected, you are qualified for this role. Be confident in yourself. Besides taking your role in stride, I mean that it's okay to rely on others for help. You aren't expected to know everything, so take advantage of your mentor's and fellow officers' expertise. Know when to delegate, but also lead by good example, because your timeliness, care, and respect are the basis of everyone else's. Lastly, recognize the role you play. It's hard to separate your view of yourself from your public persona, but the way you saw the officers at your first convention, that's how people see you now. It goes a long way to be thoughtful and kind to everyone.

#### 2. Vice President

- a. **Job Description:** The Vice President's role, in essence, is to promote the Classics through various spirit and service activities throughout the year. This includes, but is not limited to, the following: planning spirit at Nationals, establishing service projects throughout the year, collaborating with the Regional Leaders and VPs from other states, judging the spirit competition at State Latin Forum, running Ludi, and overall spreading the JCLove. In addition to the aforementioned roles, the Vice President concurrently communicates with their fellow officers, assisting in any way possible and consistently striving to better the Florida Junior Classical League. If the President is absent at any event, the VP is to assume the role of President, for the time being.
- b. **Advice:** Be as peppy as possible without being fake—people can smell that. Plan out a 30 second “elevator speech” that encapsulates your campaign platform, but remember that not *everyone* will want to listen! Sometimes, the best campaign method is to connect with people and have meaningful conversation that isn't

necessarily about your candidacy. And if you are lucky enough to be elected, remember that you are the spirit of FJCL and that it's your duty to keep it alive throughout the year.

### 3. Parliamentarian

- a. Job Description: The office of Parliamentarian focuses on upholding Robert's Rules of Order during meetings, as well as maintaining and improving the FJCL Constitution to better match current FJCL policies. Prior to State Latin Forum, the Parliamentarian is responsible for constructing amendments to be proposed at forum, and to recruit candidates for state elections. As a member of the FJCL board, the Parliamentarian must also keep in touch with the other officers throughout the year in order to plan events and improve the organization.
- b. Advice: Make sure to be familiar with Robert's Rules and know the FJCL Constitution inside and out - this is the fundamental to being the Parli. Have confidence in yourself, your platform, and your knowledge. As Parli, you will be proposing amendments, so create a growing list of any changes you'd like to make. This way, when the time comes, you aren't overwhelmed with responsibilities. Don't hesitate to ask for any help from your peers - they are here for you! Most importantly, have fun during elections and your time as an officer, it is truly a once-in-a-lifetime experience.

### 4. Recording Secretary

- a. Job Description: The office of Recording Secretary focuses mainly on record keeping--ensuring that permanent records of officer meetings, fora planning, business meetings and general assemblies of all FJCL events are kept precisely and organized. The Rec Sec is also to submit a copy of the minutes to the Vice President of the Classical Association of Florida within four weeks of each meeting. Additionally, as Rec Sec and member of the FJCL board, you will be required to promote the extended communication of the minutes to FJCLers via the *Uvae Vitis* and collaborate with the other officers to ensure productivity and efficiency at meetings. Furthermore, the Rec Sec will work with the other officers to promote a constant advancement of the FJCL and affiliated events and to accomplish necessary agenda items for meetings.
- b. Advice: Let's be real--no one reads boring minutes. The key to taking good minutes is to add a little flair to the mundane task (for instance, 3:12 P.M Kristina starts uncontrollably chuckling--no one knows why-- or 7:59 PM Matthew eats a weirdly gross hotdog). Like taking minutes, add your own unique spin to your campaign and don't worry about being perfect (the best campaigns usually aren't). Having gimmick or theme for your campaign isn't necessary but will help make you memorable, though picking the right one that's not too cheesy

is just as important. Be genuine, talk to as many people as possible, be confident and chill and most of all have fun with your campaign. You got this :) <3

#### 5. Historian

- a. Job Description: The office of Historian is responsible for taking pictures (and videos) at every JCL event, organizing methods of statewide collaboration, and putting together a digital scrapbook that showcases the year. Additionally, they are responsible for running all the social media platforms and selecting Photo of the Month. The Historian must work with other officers to post important information and interact with Florida JCLers.
- b. Advice: Make sure to always have a camera on you; use it as a conversation starter to introduce yourself and make new friends. Don't be afraid to climb tables or be up close and personal to strangers in order to get a perfect candid shot. Try to capture all the elements of forum and as many groups as possible. To show off your social media skills, make a campaign account and post all the best photos you take. Remember to stay organized and upload them onto a platform like Google Photos or Flickr so everyone can check them out. Lastly, tell interested JCLers about your platform and how you plan to improve the current system. Best of luck!!

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### **Duties as Stated by the Constitution**

#### *ARTICLE IV: Duties of Officers*

##### *Section 1*

It will be the duties of the President to preside and preserve order at all general assemblies, business meetings, officers' meetings, and National Junior Classical League Convention state fellowships and caucuses, to represent the organization at all public occasions, to appoint all necessary committees to serve as an ex officio member of all committees, and to serve as the chairman of the Executive Board. (1980, 1982, 1991, 2009, 2013)

##### *Section 2*

It will be the duties of the Vice President to chair all standing committees and to perform the duties of the President in the event of his absence. If the President is removed, the Vice President will be the President. The Vice President will also be responsible for spirit activities. (2014)

##### *Section 3*

It will be the duties of the Parliamentarian to interpret the constitution, as necessary and proper, and to submit in writing the rationale for interpretations to the President of this organization and the Vice President of the Classical Association of Florida. The Parliamentarian will also be responsible for publishing one edition of the state newspaper featuring information about the current year's candidates for distribution at State Latin Forum. (1977, 1982, 1991, 2012)

##### *Section 4*

It will be the duties of the Recording Secretary to record and keep a permanent record of the minutes of the fall planning meeting, the business meeting and the general assemblies of the

State Latin Forum and all other officers' meetings and to submit a copy of the minutes to the Vice President of the Classical Association of Florida within four weeks of each meeting. (1980, 1989, 1991)

*Section 5*

It will be the duties of the Historian to create and maintain the state scrapbook for competition at the National Junior Classical League Convention and to oversee FJCL social media presence. The scrapbook will be submitted for final review to the acting Executive Board no later than two weeks before the beginning of the NJCL convention. (1980, 2017, 2018)

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## **Election Rules**

### *ARTICLE VIII: Elections*

*Section 1*

In order to be eligible for candidacy for an elected office an individual must be eligible to hold the office for which the student intends to run, must be a member of a school running no more than one other candidate for an elected office, and must submit a completed declaration of candidacy form to the Parliamentarian, which shall include a declaration of the office for which the student intends to seek candidacy, an affirmation of eligibility to hold office and intent to serve if elected, and the signed approval of the individual's parent or legal guardian, sponsor, and school principal. In the case of a member-at-large, a sponsor from another chapter may grant signed approval. (1982, 1992, 2008, 2010, 2013, 2014, 2018)

*Section 2*

Election Procedures: Each chapter shall be entitled to appoint three delegates to serve as voting delegates. The power to vote shall be vested solely in these delegates.

A. Voting Procedures: Voting delegates shall vote by secret ballot at the Business Meeting of the State Latin Forum. Each chapter shall have as many votes as voting delegates present at both the Open Forum and Business Meeting.

B. Proxies: No form of proxy votes shall be allowed.

C. A candidate must receive a majority of the votes eligible to be elected to an office.

D. Should no candidate receive a majority, the voting delegates shall vote again, voting only upon the two leading candidates. Should no candidate have received a majority after the delegates have voted a second time, the office shall be declared vacant and shall be filled according to the procedure prescribed in Article VIII, Section 5 of this constitution. (2009)

*Section 3*

A tally committee shall be formed of the current FJCL President, Vice President, and Parliamentarian overseen by the CAF Vice President and another CAF officer. In the event that one or more of the current FJCL officers of the committee are candidates for office, they shall be replaced by another current FJCL officer at the discretion of the CAF. This committee shall hold the responsibility of counting the secret ballots cast by the voting delegates and announcing the winners of elections. Those ballots shall be kept in the care of the CAF Vice President until the time of the NJCL National Convention. (2008)

*Section 4*

Campaign expenditures shall not exceed an amount determined by the CAF Vice President, with the receipts thereof being submitted to the Vice President of the Classical Association of

Florida; any discounted or donated items shall be counted at full value for the purpose of determining expenditures. For the candidates of the office of Historian, scrapbooks on display at State Latin Forum shall not count toward campaign expenditures. No campaigning of any sort is permitted prior to the close of the opening assembly at State Latin Forum. The CAF Vice President will adjudicate on suspected violations. (1981, 1991, 2014, 2018)