



Election Rules and Procedures for the Indy Brae Sheath AZA #246 2016 Spring Term Chapter Board

Thank you and congratulations on taking the first step in running for chapter board! First and foremost, it is important to remember that every chapter position is significant and plays a huge role in the functioning of our chapter. Running for a position should be taken seriously and performed professionally. Our chapter relies heavily on the successful efforts of our board members and it is necessary that EACH board member be equally dedicated. In addition to responsibility, being on board brings with it a new level of BBYO experience and is rewarded with extreme satisfaction. With this in mind, I encourage you to consider your decision to run for board carefully. Please take the time to read through the entire elections packet, as it is a necessity to know the strict due dates and vital information for our upcoming elections. I wish you best of luck on your candidacy and encourage you **not to hesitate to contact me if you have any questions or concerns!**

Fraternally Submitted,

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2015 Fall/Winter Term Chapter Aleph Godol
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The Chapter Board: A Job Description

This section will outline the duties of each chapter board position. A brief list cannot contain all of the diverse responsibilities of a chapter board member, but this list is a good starting point. All of the chapter board members share certain duties. Among these, an aleph who serves on chapter board must lead by example; correspond with his Regional Counterpart; attend all chapter programming, meetings, and executive meetings; give reports regarding his work; and above all, advise, lead, and aid the chapter in everything that he does. Quite generally, **the responsibility of every chapter board member equal to and above the specific responsibilities listed below is to be a positive role model, a dedicated chapter member, and an enthusiastic leader.**

President: The Chapter Aleph Godol

Jonathan Schwartz

Represents the chapter to the region and the outside world;

Links youth with adult staff and parents;

Has final responsibility for the progress of the chapter and chapter board, and thus holds the youth leadership of the chapter accountable by setting goals and deadlines, and keeping the chapter informed of the work of the leadership;

Enforces, and sets chapter policies and rules;

Runs chapter board meetings;

Runs business meetings;

Coordinates chapter's spirit for Regional Conventions and heads the chapter at each convention;

Represents chapter at KIO meetings;

Oversees all chapter committees and chapter program coordinators;

Links chapter with other chapters and the Regional Board of Kentucky-Indiana-Ohio AZA.

Upholds the Seven Cardinal Principles both in and out of BBYO.

Vice President of Programming: The Chapter Aleph S'gan

Jack Segal

Has final responsibility for the success of chapter programming;

Keeps the chapter calendar;

Helps chapter by working with others to create successful programming;

Takes place of Godol when he is not present;

Shares chapter programming with the region;

Leads the board when the Godol is not present or is engaged in other responsibilities.
Upholds the Seven Cardinal Principles both in and out of BBYO.

Vice President of Membership: The Chapter Aleph Moreh

Ethan Fleisher

Educates the chapter regarding AZA, KIO, and chapter tradition/history;

Helps chapter recruit new members;

Sets recruitment procedures for the chapter

Helps chapter reregister members and retain older members;

Helps to coordinate the chapter's inductions ceremony.

Promotes ALL International BBYO programs to the chapter, especially the Chapter Leadership Training Conference.

Upholds the Seven Cardinal Principles both in and out of BBYO.

Vice President of Judaism and Social Action: The Chapter Aleph Shaliach

Eitan Alkaslassy

Plans and executes Judaism, Social Action, and Community Service programming;

Is the spiritual leader of the chapter;

Coordinates services for chapter events;

Promotes BBYO Israel trips (Passport and ILSI), and International Kallah;

Advocates for and educates the chapter on Israel;

Coordinates StandUP and SpeakUP efforts.

Upholds the Seven Cardinal Principles both in and out of BBYO.

Secretary/Vice President of Communication: The Chapter Aleph Mazkir

Max Himmelstein

Takes minutes at all business meetings;

Publicizes and advertises the chapter and its programming;

In charge of chapter communication;

Takes responsibility of chapter social media accounts;

Performs tasks for the board that do not align with any other position;

Promotes communication between the chapter and the Jewish community, including parents of members and alumni.

Upholds the Seven Cardinal Principles both in and out of BBYO.

Treasurer and Vice President of Fundraising: The Chapter Aleph Gizbor

Jaren Katz

Keeps the chapter board apprised of the chapter's finances;

Fund raises and solicits donations for the chapter;
 Helps chapter maintain financial stability;
 Coordinates chapter and board spirit wear;
 Raises chapter ISF dues;
 Upholds the Seven Cardinal Principles both in and out of BBYO.

Chronology of Events

A. Getting advice before making a decision to run for office

The first step in running for board is deciding whether you want to run and what you want to run for. In Indy Brae Sheath there are only certain people you may discuss this decision with. The people you ARE allowed to discuss your candidacy or possible candidacy with are: **Alumni, Non-BBYO family, the Godol (Jonathan Schwartz), the city director (Sheila Greenwald), and any member of the KIO's 62nd regional board whom could be your future counterpart** regional board members and their contact information are listed below. The people on this list are all great resources and can help you in not only deciding whether to run but also what to run for. Make sure to use the descriptions of the positions located above to find the best possible position for you. Discussion with anyone not on this list could result in any or all of the punishments listed below in the rules section.

62nd Regional Aleph Godol Jacob Spiegel	(513) 888-7211
62nd Regional Aleph S'gan Joshua Allen	(614) 404-7678
62nd Regional Aleph Moreh Micah Bachrach	(513) 309-4153
62nd Regional Aleph Shaliach Charles Bessen	(502) 939-1498
62nd Regional Aleph Mazkir Jonathan Schwartz	(317) 440-6264

B. Declared Status

Once you have decided to run for chapter board you must then officially declare to the Godol (Jonathan Schwartz) that you want to run by emailing/texting/contacting him with your aspiration to indyzagodol@gmail.com or (317) 440-6264 with which position you plan to run for. **You must also pre-declare any and all positions you plan to slide down for.** Please note: no aspiration will be complete without turning in the attached agreements within the deadline given below. The two agreements are the “Declaration of Candidacy” and the “Parent Agreement.” Remember that at any point in the process, up until the beginning of your specific election, you may withdraw your candidacy. Also, aspiring allows you a three-minute (except Godol - which is 5 minutes) speech. *New this term, if you are aspiring for **Godol**, you must*

have a phone call with Jonathan Schwartz as your informal aspiration. All aspirations must be complete prior to the end of the candidates meeting (forms may be turned in at the meeting).

A Complete Aspiration Includes:

1. Informal Aspiration: Contacting the Godol (Jonathan Schwartz) with which position you are running for. **Deadline: Monday, January 4th.**
2. Formal aspiration: Completing and submitting the 2 attached agreements. **Deadline: Tuesday, January 5th.**

C. Candidates meeting

It is important that you truly understand what you are running for. Therefore, there will be a mandatory candidates meeting Tuesday, January 5th at 7pm at the JCC Teen House. This is required to attend and parents are welcome to join. If you cannot attend, your aspiration will be withdrawn unless otherwise given permission from the Chapter Godol.

D. Rules and guidelines for elections

Holding a position on board is a JOB and should be treated as one when running and during the entire term. Anyone aspiring to run for chapter board must be a member in good standing in our chapter. Elections are very important to the success of the chapter, so it is necessary that they are treated responsibly. Candidates are required to dress up. A vote will not be counted in elections if that person is not a fully paid member of BBYO. Elections **will be taken extremely seriously. Failure to contribute to the serious atmosphere in any way will result in your dismissal from elections immediately and without warning.**

E. Installations

If the newly elected board wishes to hold an installation ceremony, they are entitled to do so. Installation ceremonies must take place within two weeks of elections.

Election Procedure and Rules

Politicking and Election Rules

1. If you will not be present at the election you will need to speak to the Godol and city director for special permission to run.
2. You may aspire for only one board position. **You may slide down to as many positions as you would like but you MUST DECLARE WHICH POSITIONS YOU INTEND TO SLIDE DOWN TO on your declaration of candidacy form.**
3. No one may know of your intentions to run for chapter board besides those listed above (Godol and Advisors).
4. You may not use posters, t-shirts, or other items to campaign, nor may you spend any money or receive or give any gift or (future) service relevant to a campaign, nor offer to do

so. Bribery, intimidation, or other means of coercing people to vote for you or any candidate will result in a suspension from BBYO.

5. Follow the rules in this guide to maintain an amiable atmosphere in BBYO. Violating the rules may be punishable with the following consequences, which will be decided by the Godol and city director:

- Announcement of the violation at elections;
- Reduced speech or question-answer time during elections;
- Disqualification for office;
- Suspension from BBYO, in the most extreme cases.

Election Day

Each position will be elected separately **in the following order:**

1. **Godol**
2. **S'gan**
3. **Moreh**
4. **Shaliach**
5. **Mazkir**
6. **Gizbor**

Elections will be held as an official business meeting in accordance to parliamentary procedure and will go as follows:

The Godol will begin the election of a position: “All those declared for the high and honorable position of... rise and remain standing by the third rap of the gavel.”—This does not include slide-down candidates.

Nominations may be made when prompted.

Slide-down candidates will be called to identify themselves.

Speeches (with platforms) for each aspired candidate will be heard.

Slide down candidates will be given one minute each to speak on anything they would like.

Nominated Candidates will speak for one minute each specifically about their qualifications and only three goals for next term and may not expand on the idea.

If time permits and members wish, a question-answer session can be made.

Speech and Question-Answer Rules

Rules

You may not comment rudely or falsely about anyone in your speech, answers to questions, or on your platform. You may not mention or refer to other candidates in any way. Upon your first infraction of speech, you will receive a warning; upon your second, you will not be allowed to continue speaking; upon your third you are forbidden from speaking further and you will be disqualified from the running.

Speeches

Candidates for chapter Godol have up to five minutes to speak, and all other positions will have three. You may not hear your opponent's speeches. Slide-down candidates and off the floor candidates have one minute for speeches while nominees will have one minute to talk about their qualifications and three goals.

Question-Answer

A question answer session can be motioned for during any election and is especially recommended during the Godol and S'gan elections. You may not hear the answers that your opponents gave. Everyone will get the same questions in the same order and will all have one minute to answer to the best of their ability.

Platforms

What is a "platform"?

Many chapters and regions use platforms. Platforms are the pieces of paper that allow you to communicate mundane but important information such as previous leadership positions, personal achievements, and goals you have for the upcoming term. You may choose to include other information as long as the platform contains no references to your opponents.

Limitations on platforms

The platform may be no longer than two sides of one piece of letter-sized paper. They can be in landscape or portrait setting.

You can only use one color of ink as well as black.

for example: black and red is ok. Black, red, and green is not ok. Red and green is not ok.

Platforms may only be printed and/or photocopied,

No folding or cuts may be made in the platform

It can be on any colored paper.

If you use images, they must be grey-scaled.

Voting

We will vote for each position separately after the election body has motioned to move in to a vote.

A candidate must receive a majority plus one of the votes cast to win an election. If no one receives a majority, than those receiving the fewest votes will be dropped from the list until only a majority of the total votes are left, and we will re-vote. For example, if Aaron wins 40 votes, Bruce 35, Caleb 20, Daniel 5, Daniel and Caleb are both dropped from the list since Aaron and Bruce combined won a majority of the votes.

If only one person is running for a position, no balloting is necessary and the body may choose to move into a call of acclamation.

Pursuant to BBYO policy, all delegates must cast a ballot whether or not they vote. If a voter wishes not to vote, he may write “abstain” on the ballot. Incorrectly marked or damaged ballots are causes for a re-vote.

The presiding officer will vote at the same time as the rest of the delegates and candidates are entitled to vote in their own elections.

Pursuant to BBYO policy, the presiding officer and advisors will count ballots, which will be destroyed afterward, but one ballot may be saved and given to the winner of the election. The results will be announced immediately after counting.

IMPORTANT DATES:

Informal Aspirations due: Monday, January 4th

Declaration of Candidacy and Parent Agreement due: Tuesday, January 5th

Candidates Meeting (required to attend): Tuesday, January 5 7-8pm @ JCC Teen House

Elections: Sunday, January 10th @ AEPi Headquarters, 1PM-3PM *Lunch Provided*

Congratulations on taking the time to go through this packet. It is members like you that help make this organization thrive. Don't forget that if you have any questions along the way about the elections process or anything else, you are encouraged to discuss with the appropriate people. Also, please remember that chapter elections are a vital step in the success of the chapter and should be treated with the utmost respect. Many times an election may be highly competitive, but it should never cause a separation within the chapter. Always remember that AZA encompasses so much more than a leadership position, and that elections should never take away from your experience in this 90-year-old fraternity.

Declaration of Candidacy

I, _____, hereby agree to abide by all the elections rules listed above.
I understand that all elections are final.

I hereby declare my candidacy for Chapter Aleph _____.

Slide Down Declarations: _____

I agree that if elected, my chapter board responsibilities are the same as a job and will be among my priorities only coming second to school (grades not sports) and family.

I understand the responsibilities of the position for which I am running, and guarantee that if elected, I will execute my duties faithfully. If I lose the election for the position to which I am declared, I will only slide down for positions whose duties I understand and will faithfully execute if I am elected.

If elected, I will attend all chapter programs, board meetings, and if able to, regional events unless given explicit permission otherwise.

If elected, I will remain a member in good standing throughout my term. I will be easy to contact throughout the term.

If elected, I will lead by example, I will be a positive role model, I will exemplify the qualities of a leader, and I will be unequivocally dedicated to the success of my chapter.

I understand I may face consequences if I do not fulfill these promises which can include being asked to leave board.

Printed name, signature, and date by candidate

Candidate's phone number

Printed name, signature, and date by parent

Parent Agreement

We, parents of _____, hereby assert our support for his candidacy for chapter board. We understand and support that if elected, he will have to devote much time to chapter board. We agree that school(not sports) and family are the only things above his BBYO job, and he will have our support in all his work for chapter board.

I understand all the election rules and that all elections are final.

Printed name, signature, and date by parent
