OURIMBAH PUBLIC SCHOOL

SCHOOL OFFICIALS ELECTION PROCESS

2010

Class teachers in Years 3, 4, 5 and 6 should talk to their class about desirable qualities of school leaders during terms 1-3.

**DESIRABLE QUALITIES IN CANDIDATES**

- Reasonable ability in:  
  - School Work
  - Sport
  - Public Speaking

- Sportsmanship
- Unselfishness
- Thoughtfulness of the rights of others
- Punctuality
- Courtesy
- Neatness in Appearance
- Honesty, to self and to others – truthfulness
- Courage
- Wholesome pride in self, home, school and community
- Kindness and helpfulness to others
- Cheerful personality
- Self control
- Interest in school activities
- Worthiness to represent the school on all occasions.

Organiser to talk to special primary assembly about qualities school leaders should exhibit and the procedures to be followed – [Fri Week 3 - add date].

**Nominations - Nominators and Seconders**

- Students from years 4, 5, and 6 may nominate a student from year 5 to be school official;
- Each nominator to nominate one student only using correct nomination form;
- Nominator must sign nomination form;
- Two seconders to sign nomination form;
- Nominee must sign nomination form;
- Nominators and seconders are expected to vote for the student they have nominated/seconded;
- Nominations close [Week 4 - add date];
- Students nominated are included in the ballot at the discretion of the teaching staff of OPS.
- There is provision for an initial culling of nominees
  - following due consideration of the Executive staff of OPS
  - if more than eight (8) boys or eight (8) girls have been nominated
  - staff and year 5 students to be involved in this process.

**Nominations - Nominees** must:

- be an OPS student in Year 5 at the time of the election;
- accept nomination by signing the nomination form [Week 4 - add date];
- sign a Code of Ethics form, with parents, and hand to organiser by [Week 4 - add date];
- prepare a campaign poster on A4 paper/cardboard stating their name, what they have done in the school and how they would best serve the school as an official and including a photo of themselves;
• hand in poster to the organiser by [Week 5 - add date] (to be displayed in the School office window for the following week);
• prepare and present a policy speech to Stage 2 and 3 students at a special assembly
  - boys - [Week 5 - add date]
  - girls – [Week 5 - add date]

Voting

• Voting slips will be prepared by organiser.
• Names of students nominated will be placed on voting slips in random order (drawn from hat)
• Voting will be by Secret ballot.
• Voting will take place in Year 3, 4, 5 and 6 classrooms on [Week 6 - add date]
• Each student in Years 3, 4, 5 and 6 will have one (1) vote.
• Each member of the teaching staff will have five (5) votes.
• The preferential system of counting votes will be used.
• Counting of votes will be completed by the Executive staff.
• Two (2) School Captains, two (2) Vice Captains and two (2) Prefects will be elected.
• School officials will be inducted at Ourimbah PS Annual Presentation Day Assembly [Week 8/9 - add date]
Timeline for Election of School Officials

Terms 1-3
- Year 5 teachers to discuss desirable qualities of school leaders

Term 4
- Week 1/2
  - Information in first newsletter for the term re process
- Week 3
  - Assembly to inform all students of process and indicate desirable qualities to look for in candidates
- Week 4
  - Students nominated;
  - Code of Ethics signed and returned to Principal
- Week 5
  - Campaign speeches;
  - Posters displayed in school office/hall window
- Week 6
  - Voting process;
  - Executive to count votes;
  - Principal and executive in charge of process to inform candidates of result;
  - Successful students to inform parents by phone;
  - Office staff to send home letter to inform parents and invite them to Presentation assembly;
  - New school leaders presented to school at morning assembly by principal and organising executive
- Week 8/9
  - School officials inducted during Annual presentation assembly
I hereby would like to nominate ____________________________ as School official for Ourimbah Public School for [add year].

Nominator: ____________________________

Seconder: ____________________________

Seconder: ____________________________

(Name) (Signature)

Nominee’s signature: ____________________________