

# School Leader Nomination and Election Guidelines

## Gladesville Public school

Updated November 2018



The nomination and election process has been structured in order to provide a clear and supportive process where students are able to make an informed decision about voting for the most suitable candidate for the school captains, vice-captains and prefect positions for the following year.

The process for applying for a student leadership role is as follows with dates to be communicated in Term 4.

### **Step 1: Informing staff**

Deputy Principal summarises the procedures at staff meeting including key dates.



### **Step 2: Informing Parent Body**

Information about the nomination and election process, key dates as well as the roles, responsibilities and expected behaviours will be communicated to Year 5 parents and published in the next newsletter.



### **Step 3: Leadership Talk**

A general talk focused on leadership qualities will be presented to Year 5 students by the Deputy Principal/Principal. This includes what is required of students throughout the nomination and election process, roles and responsibilities, as well as expected behaviour throughout the process. The incumbent school leaders will also share their experiences. Students will take a self-nomination application form to be submitted to the Deputy Principal.



### **Step 4: Student Self-Nomination**

Students self-nominate by submitting the application form to the Deputy Principal for the positions of school captain (male and female), vice-captain (male and female), and prefects (2 males and 2 females).



### **Step 5: Election Speeches**

Students who have submitted a self-nomination form will write their election speeches at school. The topic will be announced on the day and will be related to theme of leadership. Students will be given 1 hour to prepare and speeches should not exceed two minutes. Election speeches will be presented at a special assembly for Years 2-6 students only. Female candidates will present first followed by the male candidates.

Students Years 2-6 and staff will vote by secret ballot. Voting sheets will be returned to the Deputy Principal/Principal immediately for counting. All positions will be decided by a process of preferential voting with positions being allocated in order of vote count. If a student is absent for the writing and presentation of the speech, parents will be contacted to allow the student the opportunity to attend. If the student is unable to attend, their name will be added to the voting slip without conducting a speech.



### **Step 6: Notification of Leadership**

The student executive (8 students) will be announced at a school assembly prior to the Presentation Day. Positions of Captains and Vice-Captains will be announced at the Presentation Day. Students will be inducted and presented with badges at Presentation Day.