



BORONIA PARK PUBLIC SCHOOL

PROCEDURES FOR THE ANNUAL ELECTION OF SCHOOL CAPTAINS AND PREFECTS

The positions

- All positions will be declared open five weeks prior to the Presentation Day Assembly.
- The procedures for selection are to be known to students and the school community. Procedures are published on the school website. Year 5 will also receive the procedures during a meeting with classroom teachers, Stage 3 Assistant Principal, Deputy Principal and Principal.
- The positions consist of two School Captains (one girl, one boy) and eight Prefects (four girls and four boys).
- Each School Captain and Prefect will be a member of the Student Representative Council.

Screening of Year 5 students

- The School Executive (Principal, Deputy Principal and Assistant Principals) and year 5 teachers will decide which students are eligible and meet the criteria for acceptance before students make their nominations.
- All decisions of the School Executive and year 5 teachers are final and are not subject to review.
- Any child deemed to be ineligible will be informed by the Principal.

Criteria for selection as a nominee

Those students seeking nomination must generally demonstrate:

1. A good record of adhering to the school rules.
2. Responsibility and reliability.
3. Respect for teachers and peers.

The student must not have been suspended from school in the previous 24 months.

Nominations for the positions

- All year 5 students not identified as ineligible may nominate themselves for election to these positions.
- Once the student completes the nomination form it must be endorsed by a parent or caregiver.
- Nomination forms must be returned to the teacher-in-charge by the due date provided to students at the time the note is distributed (usually four days later, i.e. nomination form given out Monday, due back Thursday of same week).

Shortlisting Process

- Once all the nomination forms have been received a voting form will be created. Year 5 students and all staff will then have the opportunity to vote for two boys and two girls.
- The School Executive will determine the successful candidates by taking into consideration the information from their Nomination Form and the results from the voting of staff and students.
- The ten successful boys and the ten successful girls are then notified of the outcome.

Campaigning

- All nominees on the ballot paper are candidates. The nomination form will have an individual photo for each candidate.
- A poster with the candidates' names and photos will be distributed to each class a few days before the elections.
- Candidates will personally address an audience made up of the Principal, the teachers and the students from years 3-5 at a special assembly. No parents or family members attend this assembly.
- If a nominee is absent on the day of the speeches through ill health or being on vacation, their name will be read out to the audience as per the draw but no presentation will be made by another on their behalf.
- Candidates will review their speeches in the morning session of the day of the elections. A teacher or the Principal will supervise this session. The candidates will be given time to practice their speech and participate in a rehearsal.
- The male candidates will deliver their speeches to the electorate in a special assembly after recess.

- The female candidates will deliver their speeches to the electorate in a special assembly after lunch.
- All candidates must deliver a speech of no longer than two minutes within the guidelines set down by the Principal and teacher-in-charge.
- The prepared speech may be read, prompted by palm cards or delivered by rote.
- Candidates must wear full indoor school uniform.
- A peer, visual aid, puppet, recorded music, performance or digital presentation will not be allowed during the delivery of the candidate's speech.
- An interval will be provided for the audience midway through the presentation.

Voting

- Immediately following the special assemblies after recess and lunch, the elections will take place by secret ballot with votes to be cast by year 3 – year 5 students in their classroom.
- The ballot paper will have a small photo of each of the candidates to assist students in their voting selection.
- All staff may vote. Each vote, whether of a student or staff member, is of equal value under the process of 'first past the post'.
- Each person entitled to vote may vote for two girls and two boys.

Vote counting

- Teachers are responsible for distributing and collecting all ballot papers for their class and returning them in a sealed envelope to the Stage 3 Assistant Principal/ Deputy Principal, who shall be responsible for checking the tallies and determining the outcome of the election.
- The girl and the boy with the highest number of votes will be the new School Captains.
- The four girls and the four boys thereafter in the vote count will be Prefects.
- In the event of a draw, staff votes and year 5 votes only will be counted to determine the successful candidate.

Notification of the results

- The teachers-in-charge will inform the Principal of the results and only these three persons will know the results until the day prior to Presentation Day.
- On the Monday prior to Presentation Day, the Principal will hold a meeting of all the candidates and announce the ten successful candidates but will not announce the names of the School Captains.
- Unsuccessful candidates will be thanked for their willingness to take office and they will be counselled if necessary.
- The incoming leaders will be congratulated and presented with their badges of office by the outgoing leaders as part of the proceedings on Presentation Day.
- The badges of office will then remain the responsibility of the recipients from this time.

Investiture

- The successful Captains and Prefects will recite their pledge before their community at Presentation Day. They will receive their badges.
- The parents and caregivers of these students will be sent a written invitation to attend this assembly.

Roll of Honour

- The names of the School Captains will appear on the Honour Roll in the assembly hall.

Records

- In the event of either the School Captain or any Prefect leaving the school or for some other reason becoming unable to continue their duties during the term of office, then the vacant position is to be offered to the candidate with the next highest number of votes according to the records kept by the Principal.

Time line – Term 4

Week 2	Procedures for the selection discussed and screening of all year 5 students by School Executive and year 5 teachers.
Week 3	Ineligible students notified.
Week 4	Positions declared open and process explained to year 5 students.
Week 5	Nomination forms are handed out on Monday to eligible students and returned by Thursday. Staff and year 5 students will vote on the Thursday/ Friday. The School Executive finalise the names of the ten boys and ten girls who will nominate for school leadership positions.
Week 6	Monday- the names of the students who will proceed to the next stage of the selection process are announced. Unsuccessful candidates thanked and counselled as necessary. Tuesday- Posters with candidates' names and photos are distributed to classes.
Week 7	Selected candidates address the electorate and voting is undertaken. Results are collected and tallied.
Week 8	Monday- Announcement of student leadership team, excluding the names of the School Captains.
Week 9	Captains and Prefects are announced at the Presentation Day Assembly. They will receive their leadership badges from the previous year's leadership team.

Ratified by School Council: September 2019