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# BORONIA PARK PUBLIC SCHOOL

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## PROCEDURES FOR THE ANNUAL ELECTION OF SCHOOL CAPTAINS AND PREFECTS

### The positions

- All positions will be declared open five weeks prior to the end of the school year.
- The procedures for selection are to be known to students and the school community.
- The positions consist of two School Captains (one girl, one boy) and eight Prefects based on the gender ratio of the year 5 students.
- Each School Captain and Prefect will be a member of the Student Representative Council.

### Screening of Year 5 students

- The names of all year 5 students will be tabled for acceptance at a staff meeting five weeks prior to the end of term.
- All staff members are to ensure that all students are eligible and meet the criteria for acceptance before students make their nominations.
- All decisions of the staff and the Student Wellbeing committee 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

- The Student Wellbeing committee will specify the criteria for selection.
- 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.
- Any nominee must accept the role of a School Captain or a Prefect if elected.

### Nominations for the positions

- Nominations are to be made four weeks prior to the end of the school year.
- All year 5 students accepted by the school staff 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 stated on the form.

### 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 only the Principal, the teachers and the students from years 2-6 at a special 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 write 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 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 PowerPoint presentation must not aid 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 2 – year 6 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, collecting and tallying all ballot papers for their class and returning them in a sealed envelope to the teacher-in-charge, 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.

## **Notification of the results**

- The teacher-in-charge will inform the Principal of the results and only these two persons will know the results until the day prior to Presentation Day.
- On the afternoon 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.
- Candidates absent on the day of the announcement will be notified of the outcome by telephone before this meeting is held.
- 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 2014**

Week 6 – Fri 14.11.14	Positions declared open.
Week 7 – Thurs 20.11.14	Procedures for the selection discussed and screening of all Year 5 students by staff members.
Week 8 – Thurs 27.11.14	Nomination forms completed by eligible students and lodged.
Week 9 – Mon 01.12.14	Posters with candidates' names and photos are distributed to classes.
Week 9 – Thurs 04.12.14	Candidates address the electorate and voting is undertaken. Results are collected and tallied.
Week 10 – Mon 08.12.14	Announcement of student leadership team, excluding the names of the School Captains.
Week 10 – Thurs 11.12.14	Captains and Prefects are announced at the 1-6 Presentation Day. They will receive their leadership badges from the previous year's leadership team.

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*Please return to Mr Bruscano by Thursday 27.11.14*

## **2015 PREFECT NOMINATION FORM FOR YEAR 5 STUDENTS**

- I am willing to stand for election as a student leader, in the dual roles of Prefect and SRC member.
- I believe I meet the leadership criteria and have the qualities that would make me a worthy student leadership representative for BPPS.
- I understand that I am required to present a speech, following the writing criteria set out in this note, to the 2-6 students and teachers during Week 9. **Please note that dates may change.**

Nominee's Name: \_\_\_\_\_

Nominee's Signature: \_\_\_\_\_

*I/We: (Please tick the following boxes after you have discussed these points with your child)*

- agree to our child standing for election
- have read and discussed the criteria with my child
- have discussed the role and responsibilities of a student leadership representative with my child
- have discussed the possibility of not being successful in achieving election to a position with my child
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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_