

Registration closes January 24, 2014
MUST REGISTER THROUGH THE SGA
ADVISOR AT YOUR SCHOOL.



Landing On The Mountaintop!

MASC Legislative Session 2014

February 8th, 2014



Workshops including:
How a bill Becomes a Law,
What is a SMOB/SROB?,
and Public Speaking!



- Take a stance on state legislation for the upcoming General Session.
- Nomination of state SMOB candidates.

Allegany High School, Allegany County

\$25 per person



Maryland Association of Student Councils

Affiliated with the National Association of Student Councils

January 2014

Dear Student Council Members and Advisors:

It has come to that time of the MASC year that our students come together as one; and as we're "Landing on the Mountaintop" of leadership, we continue to assist our delegates in becoming student leaders and achieving their goals. We would like to invite your school to join MASC at its annual Legislative Session as delegates gain lobbying skills and also participate in a very important election for the State Board of Education.

This year, students will still be able to network with other delegates and exchange student council ideas; however, we have again tweaked the line-up of workshops that are used. Students will participate in workshops on campaigning and electioneering while also participating in our traditional workshops on lobbying and most importantly, Student Member on the State Board of Education (SMOB) elections.

The largest part of our conference pertains to the selection of two candidates whose names will be forwarded to the Governor, who will select the next Student Member on the State Board of Education for the 2014-2015 school year. Each of the five candidates will give a speech to the General Assembly and will also participate in a question and answer period with questions asked by delegates. Afterwards, delegates will return to their training rooms and vote for which of the five candidates they would like to then be sent on to the Governor. Later in the agenda, delegates will be able to practice Parliamentary Procedure skills during a General Assembly, as they represent MASC and take an official stance on bills scheduled for the Maryland General Assembly and other pieces of legislation.

The day will be packed with various instructional activities while remaining a fun learning experience for all student leaders that attend. Legislative Session will take place at Allegany High School in Allegany County, hosted by the Allegany County Association of Student Councils. Registration will begin at 8 and continue until 9 a.m. Lunch will be provided half way through the conference agenda and once we are finished, delegates will head home on their regional transportation at 5 p.m.

We hope to see your school present at yet another one of our student-run leadership conferences. The election of our state student representative is of high importance and we truly want your school to be a part of the process. The choice is yours. If you have any doubts on whether to go or not, trust me, it's worth it!

See you all at Legislative Session!

Devan Ogburn
MASC President

MASC Legislative Session 2014 Registration Checklist

Registration for MASC events is an on-line process that gathers information about your school's delegation required by MASC and the host for planning, and is required to satisfy state/local safety and security regulations. The accuracy of all information is critical.

- **Before** you register on-line:
 - Be aware of all dates, deadlines, and fees
 - Be sure you have received approval from your administration to participate
 - Confirm the participation of each member of your delegation, including parent permission as required by your school and/or district.
 - If you are unable to attend, confirm that you have arranged an appropriate substitute to be the *Attending Advisor* on-site for the event, and that this arrangement has been approved by your principal and regional advisor. Students may not attend MASC events without an approved Attending Advisor.
 - Be sure that you have the correct spelling of names and the necessary information for each participant (role for the event, grade, gender, special diet/health concerns)
 - **Delegate Experience** – So that workshop assignments can better meet the needs of delegates, please be prepared to enter information about their experience and knowledge related to student government, MASC, and legislative procedures.

- On-line registration is the sole responsibility of the school advisor *whether he/she is attending or not.* **Do not delegate this to a student.** Follow the online instructions carefully.

- The *Registration Report/Invoice* you print at the end of the process must be signed by your school administrator. Registrations cannot be accepted without this signed authorization.

Thursday, Jan. 2	On-Line Registration Opens	Go to http://mdstudentcouncils.com/ and click on the Legislative Session link
Friday, Jan. 24	On-Line Registration Closes	Registration after this date must be approved by the MASC Executive Director. A Late Fee* will apply.
Wednesday, Jan. 29	Postmark Deadline	<ul style="list-style-type: none"> • The Registration Report/Invoice <u>and</u> payment (by official school/district check) must be mailed to the MASC Registrar with a postmark by this date. • The Late Fee* will be assessed for payments postmarked after this date. • This is the last date to make cancellations or substitutions at no cost. • No refunds beyond this date. • Subs are \$10 for each one after this date.
Saturday, Feb. 8 (Snow: Feb15)	MASC Legislative Session	<ul style="list-style-type: none"> • One (1) advisor and one (1) student delegation leader go to the Check-In Desk. • Any outstanding financial obligations must be resolved with the on-site cashier <u>before</u> checking in.

**The Late Fee is \$25 (not to exceed 20% of total registrations)*

*Any appeal of deadlines or fees must be directed to the Executive Director of MASC who will then inform the registrar.
The MASC Registrar does not have authority to act on appeals.*

- Payment must be an *official school/district check*. No cash or personal checks, please.
- Payment Guarantee - Due to the extended time required by bookkeeping procedures in some districts, MASC will accept an official document (check request form, PO, or note on school letterhead) confirming that payment is being processed in lieu of a check. The document must include the proper amount and an administrator's signature. Actual payment may be submitted at on-site check-in.
- **DO NOT MAIL IN THE STUDENT EMERGENCY FORMS.** Check them for the appropriate signatures, alphabetize, and turn them in when you check-in at the event. Make sure that an *MASC Emergency Info Form* is submitted for each adult, too.
- Materials are purchased based on how many people register by the deadline. Once the deadline has passed, please do not ask for a refund. The money has already been encumbered.
- Mail the *Registration Report/Invoice* and payment (or Payment Guarantee...see above) to **Wayne Perry, MASC Registrar, P.O. Box 343, Forest Hill, MD 21050** postmarked no later than Wednesday, January 29th.
- Direct any questions to Wayne Perry, MASC Registrar, at wayne.perry@gmail.com
- One new item of note. **Every advisor** attending will be asked to sit in on and observe one of the workshop sessions. It is important for liability reasons that we have an adult presence in each workshop session. There will be a sign-up sheet at the registration desk on the morning of the session so we can make sure each session is covered. We thank you in advance for your cooperation in this matter.

Suggested Plan to Make Registration Easier!

Here is a timeline with ideas collected from advisors across the state that will help you meet all of the registration responsibilities and deadlines...and avoid any fees or penalties!

<p>The week prior to on-line registration opening</p>	<ul style="list-style-type: none"> • <i>Review the event registration packet you received in the mail. You may also go to the MASC website, http://mdstudentcouncils.com/, and review and/or download the packet there.</i> • <i>Secure permission from your school and/or district administration to take a delegation to the event.</i> • <i>Determine which students will make-up your school's delegation.</i> • <i>Have several additional students ready to be substitutes if needed.</i> • <i>Begin the process to arrange approved transportation for your delegation.</i> • <i>Create a cover letter from you to distribute with the MASC Emergency Info Form and whatever other forms are required by your school/district. The cover letter should include necessary information for the student and his/her family. Establish a deadline date for returning the form as close to the opening of on-line registration as practical. <u>Be sure to account for the time required to process payment in your school/district.</u></i> • <i>Distribute to students your cover letter, the MASC Emergency Info Form, and any other forms required by your school/district.</i> • <i>When you have the MASC Emergency Info Form and other forms from all of your students, be sure that each is authorized by your administration to participate. Policies regarding this vary widely across the state.</i>
<p>Friday, January 2 – Friday, January 24</p>	<ul style="list-style-type: none"> • <i>Go to the on-line registration site by clicking on the link posted at http://mdstudentcouncils.com/ and register your delegation.</i> • <i>Be sure to make at least 2 copies of the final Registration Report/Invoice that you print at the end of the on-line process.</i> • <i>Obtain the signature of your principal/designee on one of these. Keep the other for your record.</i> • <i>Request a check for the amount on the Registration Report/Invoice according to the procedures established by your school/district.</i>
<p>Prior to Wednesday, January 29</p>	<ul style="list-style-type: none"> • <i>Enclose the <u>signed</u> Registration Report/Invoice and official school/district check (or official payment document) in an envelope for mailing.</i> • <i><u>Do not mail the Emergency Info Forms or other forms.</u> Keep them together to be submitted when you check-in your delegation at the event.</i> • <i>If you are mailing within a day of the deadline, take the envelope into the post office and obtain a legible postmark from a postal worker.</i>
<p>Prior to February 8</p>	<ul style="list-style-type: none"> • <i>Continue with necessary preparations for your delegation's participation.</i>

PARTICIPANT EMERGENCY INFORMATION FORM

2014 Legislative Session

Saturday, February 8, 2014

Allegany High School, Cumberland, MD

Hosted by: ACASC

**A COMPLETED FORM MUST BE SUBMITTED AT CHECK-IN AT THE EVENT
DO NOT MAIL THIS FORM TO THE REGISTRAR**

CHECK ONE: <input type="checkbox"/> Student <input type="checkbox"/> Adult		SCHOOL/ORGANIZATION:		DATE		
LAST NAME:		FIRST NAME:		GENDER:	*GRADE:	
STREET ADDRESS:			CITY/TOWN:		STATE:	ZIP:
*PARENT/GUARDIAN:			*HOME PHONE:		*DAYTIME PHONE:	
EMERGENCY CONTACT:			HOME PHONE:		DAYTIME PHONE:	
SCHOOL INSURANCE?: <input type="checkbox"/> Day <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 24 Hr		SCHOOL INSURANCE COMPANY NAME:			POLICY NUMBER:	
PRIVATE MEDICAL INSURANCE?: <input type="checkbox"/> Yes <input type="checkbox"/> No		PRIVATE MEDICAL INSURANCE COMPANY NAME:			POLICY NUMBER:	
DATE OF LAST IMMUNIZATION BOOSTER:		ALLERGIES: <input type="checkbox"/> Bee Sting <input type="checkbox"/> Poison Oak/Ivy <input type="checkbox"/> Ragweed <input type="checkbox"/> Penicillin <input type="checkbox"/> Other(Describe): _____				
SPECIAL DIETARY CONSIDERATIONS:			OTHER MEDICAL OR PHYSICAL CONSIDERATIONS, i.e. diabetes, seizures, etc.:			
DESCRIBE ANY ACTIVITY PARTICIPANT MAY <u>NOT</u> PARTICIPATE IN:						
*PARENT/GUARDIAN PERMISSION						
The student named above, _____, has my permission to participate in this MASC event. Further, I give my permission to authorized personnel to carry out such emergency diagnostic and therapeutic procedures for the student named above as may be necessary. I also permit such procedures to be carried out at and by local hospitals in the event that the student named above has been taken there for emergency care. I understand that any medical expense will be billed directly to me or my insurance company.						
Parent/Guardian Signature: _____ Date: _____						
*PHOTO PERMISSION (no names will be used)						
Photographs of the student named above <input type="checkbox"/> MAY <input type="checkbox"/> MAY NOT be posted on the MASC web site or other student leadership sites.						
Parent/Guardian Signature: _____ Date: _____						
PARTICIPANT CONTRACT						
I hereby state that the information provided above is accurate to the best of my knowledge and further agree to participate fully in this Maryland Association of Student Councils event and will comply with the policies and procedures set forth. <i>For students: I further agree to follow all rules and regulations set up by the Maryland Association of Student Councils and my school. Failure to follow these rules or regulations, failure to comply with instructions from advisors or other authorities, or failure to conduct myself in a manner considered to promote a safe and successful experience will result in an immediate removal from the event without refund of charges for my participation.</i>						
Participant Signature: _____ Date: _____						

(Items marked with * are for students only)

**2014 Maryland Association of Student Councils State Student Member of the Board of
Education
Election Rules
Proposed December 14, 2013**

Article 1: Purpose of the 2014 Maryland Association of Student Councils State Student Member of the Board of Education Election Rules

Section 1: The purpose of this document is to serve as the basis, reference, and standard by which all MASC elections officials, candidates, voting delegates and participants shall abide by and follow in the process of selecting the two nominees for the Student Member on the State Board of Education.

Section 2: A violation of rules listed in this document is grounds for the investigation and action by the Elections Committee per Article IV, Section 4 of the Bylaws.

Article 2: Candidate Nomination Process and Voting

Section 1: The MASC General Assembly shall consider five candidates for the selection of MASC's two nominees for the position of the Student Member on the Maryland State Board of Education. These five candidates will be selected as finalists by a selection committee, by the procedure established in Article VII of the by-laws. Only the names of the five finalists will appear on the ballot.

Section 2: Only voting delegates from MASC member schools or members of the MASC Executive Board may vote.

Section 3: Delegates will vote for two candidates. Write-in candidates shall not be considered. MASC will forward to the Governor's office the names of the two candidates receiving the most votes. The Governor's office will then, as per their established procedures, appoint one student to the position of Student Member on the State Board of Education.

Article 3: Candidate Campaigning and Electioneering

Section 1: The definition of Campaigning and Electioneering in MASC is as follows:

The public statement of one's candidacy to voting or non-voting delegates; the act of persuading voters to bolster one's candidacy; the act of distributing materials directly related to a candidate by that candidate and/or the candidate's campaign staff; any action that is directly related to assisting a person's candidacy. Buying and preparing materials does not constitute Campaigning and Electioneering.

Section 2: Campaign Staff is defined as no more than ten voting or non-voting delegates attending Legislative Session, which distribute campaign materials and make general announcements about a candidate. A list of each candidate's campaign staff must be turned in to the Executive Director before candidates start campaigning. Registered campaign staff are the only members at Legislative Session that may take part in any campaigning or electioneering, besides the candidate. Candidates are responsible for the actions of their campaign staff.

Section 3: All Legislative Session trainers and MASC officers are prohibited from being campaign staff.

Section 4: The total cost of each candidate's campaign materials may not exceed \$120. Donated materials and professional services must be included at fair market value.

- A. A campaign expense report from each candidate must be turned in before the opening of the first General Assembly at Legislative Session
- B. Candidates may not begin to campaign until the Executive Director or designee certifies the stated candidate's expense report. The Executive Director will start certifying campaign expense reports at 7:30 A.M. on the day of Legislative Session
- C. With candidate permission, MASC will publish names of the five students selected to participate in the election prior to Legislative Session

Section 5: No edible substances are to be used as campaign materials.

Section 6: Each candidate is allowed 3 posters, sized 18 by 24 inches, to be hung in the dining area only.

Section 7: No wearable campaign materials are to be distributed or worn by anyone other than the candidates and their staff. This excludes buttons and stickers only.

Section 8: No campaign literature or handouts may be distributed by any student delegate nor be displayed by trainers in and during a General Assembly or during small group session.

Section 9: All campaign materials must bear the candidate's original or reproduced signature. This includes all posters, flyers, stickers, or any campaign items that are distributed. Exceptions to this rule must be approved by the President and Executive Director.

Section 10: Candidates may not engage in negative campaigning. Negative campaigning is defined as any actions on behalf of a candidate that may libel, slander, or defame another candidate.

Article 4: Candidate Speeches and Question-and-Answer Period

Section 1: All candidates shall have the right to give a campaign speech prior to the voting period that shall not exceed five minutes each, which is not to include non-solicited audience applause or interruption. The MASC Secretary or designee shall be responsible for keeping time throughout the Candidate Speeches and the Question-and-Answer Period.

Section 2: The order of the Candidate Speeches will be randomly determined by the MASC President.

Section 3: There will be a thirty (30) minute questions and answer period following the speeches in which delegates will have the opportunity to question candidates.

- A. Spontaneous questions will be taken from the microphones and will be screened for decency and appropriateness by the presiding officer.
- B. Questions may be addressed to any candidates or all candidates. All candidates shall have the option of responding to any question.
- C. Responses will be limited to one minute.
- D. The Chair will recognize questions from a rotating set of microphones in the audience.
- E. The order in which the candidates respond will be rotated.

Section 4: Each candidate may use visuals during his/her campaign speech. Candidates must inform the executive director of any visuals to be projected onstage and shall not have any reasonable expectation of availability of necessary equipment or technology unless explicitly stated by MASC and the conference host.

Article 5: Procedure for Election Violations

Section 1: Violations of the election rules listed herein are to be reported to the Executive Director and the President.

Section 2: All violations must be reported in writing by the beginning of the third workshop session.

Section 3: Upon receiving a written and signed report of a witnessed violation(s), the President will convene the Elections Committee. The President will then present the alleged violation(s) to the Elections Committee who will investigate the charges by holding meetings with both the candidate and the witness of the alleged violation(s).

Section 4: A 2/3 vote of the Elections Committee shall be required to take action concerning the violation. (4-4 MASC Bylaws)

Section 5: The rulings of the Elections Committee are final.