

Running for Office at ALA Tar Heel Girls State

Who is eligible to run for office?

- Any girl who is a citizen of ALA THGS and a resident of the city or district to be served may run for office. However, **a citizen cannot be a candidate for two offices at the same time.**
 - Citizens elected City Mayor are not allowed to run for any other offices except Girls Nation.
 - Party officials are not eligible for State office (Governor, Lt. Governor, Secretary of State, Attorney General)
- Self-nominations must be completed during the filing period. In North Carolina the filing period is usually about 2-3 weeks. At ALA Tar Heel Girls State, the periods are much shorter. Please take note of these, as they cannot be extended.

How does a candidate get on the ballot?

- City Offices: Citizens will self-nominate.
- Party Offices: Citizens will self-nominate from within their party at their precinct meetings on Monday or at their Party Meetings on Tuesday.
- State Offices: Citizens will self-nominate from within their party on Tuesday.
- Girls Nation: Citizens will turn in an application on Tuesday morning. See next page for more information.

Campaign Guidelines

- All campaign activities will be conducted responsibly, in good taste, and with due respect to fairness and the rights of others.
- No citizen may use pre-session created materials. All materials must be created during session.
- Candidates will be held responsible for the posting, distribution, and removal of campaign materials, within 24 hours after the election unless the candidate will be on another ballot for the same office.

Campaign Speeches

Campaign speeches will be given for all offices. The counselor in charge will give you more information on the length of speeches for each office.

Tips for Campaign Speeches:

- 1.) Give your name and tell what office you are seeking.
- 2.) Mention your qualifications as they relate to the duties of that office. (Speaking ability, knowledge of parliamentary procedure, etc.)
- 3.) Explain what you would do if you were elected.
- 4.) Close the speech with a summary sentence, your name, and the office you are seeking.
- 5.) Stay within the time limit.
- 6.) No props permitted.

Summary of Offices Available

City Offices

Elected Offices (Sunday/Monday)	Appointed Offices (Sunday or Monday)
<ul style="list-style-type: none"> - Mayor (Monday) - Police Chief - City Council <ul style="list-style-type: none"> o City Parliamentarian o City Clerk o Charter Committee Chair o Publicity Chair o Cultural Arts Chair o Recreation Chair - City Precinct Chairs (2) - Precinct Secretaries (2) - Registrars (2) 	<ul style="list-style-type: none"> - City Manager - City Attorney - City Council Courier <p>Marshals (6-8) Flag Day Representatives (3)</p>

Party Offices

Elected Offices (Monday Afternoon)
<ul style="list-style-type: none"> - Party Chair - Party Vice Chair - Party Secretary - Publicity Chair

Legislative Offices

Elected Offices (Wednesday)	Appointed Offices (Wednesday)
<ul style="list-style-type: none"> - Speaker of the House - President Pro Tempore of Senate 	<ul style="list-style-type: none"> - Principal Clerk (1 per chamber) - Reading Clerk (1 per chamber) - Sergeant-At-Arms (1 per chamber) - Secondary Clerk (1 per chamber –by principal clerk.) - Pages (2 per chamber)

State Offices

Elected Offices (Friday)
<ul style="list-style-type: none"> - Governor - Lt. Governor - Secretary of State - Attorney General

Girls Nation Senators (2) – Applications due in the collection box on Tuesday Morning **before** the Morning Moment. Candidates for interviews announced Tuesday night or Wednesday morning depending on number of applications. Interviews held on Wednesday afternoon. Finalists announced Wednesday night. Finalists will participate in Candidate Debate and Whistle stop tours on Thursday. Elections on Friday. Winners will be announced on Saturday morning at Closing Ceremonies.

Descriptions of City Positions at ALA THGS

City Elected Positions: Eligible for Party, State, and National Offices – *unless otherwise noted.*

City Mayor: Parliamentary procedure knowledge is strongly encouraged. Presides over all city meetings using parliamentary procedure. Calls special meetings (if needed) to plan city activities. Provides a copy of City Charter to Principal/Reading Clerk to be ratified by both chambers of the General Assembly. All other duties as outlined in city government discussion. ****Not eligible for any other office except Girls Nation.**

Police Chief: Hires and fires the City Police officers. Acts as chief law enforcement officer enforcing laws and ordinances of the city and has the responsibility for preservation of order within the city, with power to arrest offenders. Serves warrants. Acts as the aide to the City Counselor in maintaining order.

City Council made up of:

- **City Parliamentarian:** Experience in parliamentary procedure. Should be willing and able to teach and/or assist citizens with parliamentary procedure. Able to answer (or find the answer) to questions that arise during city meetings regarding parliamentary procedure.
- **City Clerk:** Calls roll at meetings. Keeps neat and accurate minutes of all city meetings. Gives minutes to Secretary of State to turn in to Program Director on Saturday Morning.
 - o Submits list of city officers (elected and appointed) to Program Director immediately following election or appointment.
- **Charter Committee Chair:** Presides over the Charter Committee. Establishes Charter committee (Either by appointments of the Mayor, taking volunteers, choosing non-elected citizens and/or recruiting additional citizens as needed). Presents proposed charter for acceptance by city on Thursday evening.
 - o Submits final copy of City charter to ALATHGSGovernment@gmail.com by 10:00pm Thursday.
- **Publicity Chair:** Responsible for city publicity. Writes or delegates preparation of city's news items to be published in each ALA THGS newspaper, *Mann City News* and presents at the Nightly News reports as needed. Submits articles and photos for *Mann City News* by 8:30pm on Monday, Tuesday and Wednesday nights, and by 10:30pm on Thursday and Friday nights o ALATHGSMedia@gmail.com. Disseminates information to citizens of city as required or needed.
- **Cultural Arts Chair:** Works with ALA THGS Staff and Cultural Arts Chairs from the other cities to organize the Patriotic Showcase of Stars.
 - o Meet Monday – TBD.
- **Recreation Chair:** Responsible for City Recreation Activities. Works with Recreation Commission Chairs from other cities to develop recreational activities and competitions between cities.
 - o Meet Monday – TBD.

Non-elected Officials: (The mayor and council will set up a time for interviews with applicants for the following non-elected city officials).

- **City Manager:** Carries out policies and ordinances set by City Council. Oversees operation of City Government. Provides Council with background on items for consideration. Helps write bills and resolutions regarding city problems. May serve as Mayor in her absence.
- **City Attorney:** Gives legal advice to the Mayor and other City officers. Defends City against lawsuits and represents City. Prosecutes any citizen charged with a city ordinance violation.
- **City Council Courier:** Helps disseminate information. Works closely with Publicity Chair. Acts as a communications liaison with other city governments, as well as state government.

Each city determines selection process for the following positions:

- **Marshals (6-8)**: Serve as flag escorts for City of the Day. Escort program presenters to the stage. Must wear white dresses, white / nude shoes, and gloves (provided).
 - o Must attend training session scheduled for their city.
- **Flag Day Committee Representatives (3)**: Develop and lead Flag Day festivities. Representatives should have a strong speaking voice.
 - o Meets as needed with Commissioner Betsey Lee Hodges.

Others: As set up in city precinct discussions.

- **City Precinct Chair**: (*Eligible for state office but if elected must give up position.*) Member of the party platform committee. Relays precinct's suggestion to party platform committee. This means she must be in tune with both majority and minority comments and opinions and report all issues addressed in the precinct. Appoints precinct Secretary. Encourages voter registration and citizen voting. **Party Platform Committees are made of City Precinct Chairs.*
- **Precinct Secretary**: (*Appointed by City Precinct Chair*) Will keep a written record of each meeting. Minutes will be given to Program Director after final meeting.
- **Registrar**: (*Not eligible for state office*) Member of State Board of Elections. Registers and maintains voter records for precinct. Checks in registered voters at polls and counts votes in state elections.

Descriptions of Political Parties and Positions at ALA THGS

Girls State models the two-party system; the Federalists and the Nationalists. They have no connection to any political parties in the United States. Each citizen is pre-assigned to a political party at ALA THGS.

Political parties allow citizens to organize for the purpose of influencing government. They allow for the collective thinking and cooperation in analyzing problems that affect the entire state. It is their responsibility to formulate the party's platform (policies), arouse the interest of voters and help candidates run for office.

Political Party Office Descriptions (These officials are **NOT** eligible for state office.)

- **Party Chair** - Presides over all party meetings. Must feel comfortable running a meeting in Parliamentary Procedure. Represents party on stage at Mass Meeting when she introduces Publicity Chair, Vice Chair and slate of party candidates. May create additional party positions.
- **Vice Chair** - Conducts the proceedings on platform construction. Must have excellent parliamentary procedure skills! May be called to fill in for the Chair. Helps other party leaders instill party loyalty.
- **Party Secretary** - Conducts Roll Call at party meetings. Keeps accurate, neat minutes of the meetings and turns them in to Director on Friday night.
- **Publicity Chair** - Leads party with cheers, songs, sayings, etc. for campaign. Needs to be full of pep to encourage party loyalty!

Party Platforms: Party platforms are a formal set of goals that are supported by a political party in order to appeal to the general public. A "plank" is the term for the components of the platform, like a stage made out of boards or planks of wood. Party platforms are developed at the state and national levels by party leaders.

At ALA THGS, citizens may suggest issues for "planks" to be included in the party platforms. Only state issues should be included. The issues should be of a serious nature and of importance to persons of all ages. A Platform Committee for each party will review these suggestions and draft a Party Platform to be presented at the Party Caucus. This caucus is the time for debate on the various plank issues. The planks will be discussed and voted on one by one. Proposed planks may be amended, added, or deleted. At the Party Convention, the platform will be presented (as amended by caucus action) for adoption by party members.

Party planks should be broad, rather than general statements and worded as concisely as possible. The Platform Committee should select statements which seem to have the most popular support, group them under appropriate headings and rewrite or combine planks as necessary. Suggested topics for platform planks: Education, Crime and Public Safety, Government Affairs, Health and Welfare, Urban and Rural Planning, Water and Natural Resources, Transportation and Highway Safety.

Description of State Government and Offices at ALA THGS

State Offices:

- Self-nominations for state offices will be received during Precinct meetings and on Tuesday during the Political Party Meeting. Any number of citizens may run for each office. There will **not** be an election on the precinct level for these offices.
- **Governor:** Presents an Inaugural Address Friday night. Presides over Closing Ceremony Saturday morning and gives a brief address. Signs certificates for all Girls State Citizens.
- **Lt. Governor:** Presides over the General Assembly and represents the Governor when needed.
- **Secretary of State:** Serves as Secretary for the General Assembly. Collects minutes from Cities, Precincts, and Parties on Saturday morning. Collects City Charters from Attorney General. Collects Bills and resolutions passed by General Assembly and submits to the director.
- **Attorney General:** Determines the legality of City Charters and turns them over to the Secretary of State. Serves as parliamentarian for General Assembly.

Description of General Assembly Offices at ALA THGS

- **Speaker of the House:** Presides over the House, leads debate, appoints chairs of committees. At ALA THGS, this officeholder needs to have excellent Parliamentary Procedure skills.
- **President Pro Tempore of Senate:** Holds most of the power and presides in the absence of the Lt. Governor. Appoints senators to chair committees. Must have excellent Parliamentary Procedure Skills.

Non-elected personnel (Non-elected in this sense means not elected by the people; these members are selected by their respective chamber members.)

- **Principal Clerk** (1 per chamber): Elected by the members of the chamber. Duties are to maintain all necessary records and the Journal for her chamber, prepare day's calendar and see that all needed documents are available when required on the floor, and assist the chair in the meeting.
- **Reading Clerk** (1 per chamber): Elected by members of the chamber for which she is associated. Duties are to read aloud all materials (bills, amendments, communications and reports) that must be read to the full chamber.
- **Sergeant-at-Arms** (1 per chamber): Elected by members of the chamber from which she is associated. Duties are to maintain order and notify members when their presence is required.
- **Secondary Clerk** (1 per chamber): Appointed by the Principal Clerk to prepare the daily calendar with the bills and resolutions to receive action for the day.
- **Pages** (2 per chamber): Elected from the non-elected personnel in each chamber. They will carry messages to the Principal Clerk, other chambers, research groups, bill drafters, or reporting groups.