

STANDARD OPERATING PROCEDURE

SOP Number: 006

Title: Filling open Student Council Open Positions

Purpose

The purpose of this SOP is to document the process of re-electing or appointing class officers once spring elections have passed. Openings due to unfilled positions, officers who have resigned or been relieved of duties.

Responsibilities & Source Documents

The ASB and existing class officers will maintain and update this procedure. Source documents that authorize the change or addition of a class officer is a conduct form and a contract including signature from the new class officer.

Specific Procedure

- A. If an officer resigns or is removed from the position, the class advisor and the existing class officers decide if the position should be reopened for elections. If the class president resigns or is emitted from the position it is required that the position is open for re-elections.
- B. If the class officers decide to re-elect the position will be open to any student in that grade that meets the requirements listed in the constitution.
 - Article 7. Eligibility of Student Council members
- C. Class advisor and class officers have the authority to accept or decline any student the position is being re-elected for.
- D. The new officer must sign the Conduct form and contract for the position they were elected for.

Forms/Templates to be used

- Conduct form
- Student government contract