

2006-2007 Pines Penguins Kadima Election Handbook & Guidelines

This packet contains all of the rules and guidelines needed for this year's upcoming chapter elections. Elections will be held on Thursday, April 27th, 2006. Please pay careful attention to the new standards and rules outlined in this packet. Failure to follow these new guidelines may cause you to become disqualified from running for a board position.

Included in this packet are the following:

1. *Beth Ahm Israel, Pines Penguins Kadima 2006 Election Procedure:*
Although many of you may be familiar with how elections have been run in the past, this year will be different! Please read over the procedures list even if you do not plan on running for a board position.
2. *Pines Penguins Chapter By-Laws (Chapter Elections Section) & Pines Penguins Board Qualifications and Responsibilities:*
This packet should be used to determine which position a qualified chapter member would like to run for. Those voting in order to know the responsibilities of each board position should also use it. This is only a guideline for what each position entails.

All candidates for chapter office are required to meet with Jason Wasser @ 6 pm April 27th.

If You Have Any Questions Regarding This Material or Regarding Elections, Please Contact Jason at (954) 437-5775

Pines Penguins Kadima 2006–2007 Election Procedures

Date Of Election: Thursday, April 27th, 2006

Board Positions:

Review the *Chapter Board Qualification and Responsibilities* manual for a description of each position. The following positions will be voted on at the general Kadima meeting:

- President
- Programming Vice President
- Social Action/Tikun Olam Vice President
- Religious/Education Vice President
- Membership Vice President
- Communications Vice president
- Fundraising Vice President

6th Grade representative will be elected at the start of the 2006 – 2007 school year.

Pre-election Procedures:

1. Application and commitment contract must be completed and returned to Jason Wasser by April 6th, 2006. No applications will be accepted after that!
2. After slate has been announced, all candidates may begin campaigning. This may include posters in the multi-purpose room, flyers, sticker, etc. Anyone found campaigning in a negative fashion will be asked to renounce his or her candidacy.
3. Candidates should begin writing speeches at this time.

Election Procedures:

1. Elections will begin promptly at 6:45 pm on Thursday, April 27th.
2. Board members will be elected in the order of the list found above. Anyone who does not win the position he/she has applied for MAY drop to a position, which is voted upon after.

3. A candidate who has not won the position he/she has applied for **can drop ONLY ONCE!** The candidate must fill out an additional application, prior to elections, of the alternate office he/she would like to drop to.
4. Once the floor is opened for the position a candidate is running for, he/she will need to be nominated by a KADIMA member. Nomination speeches can be no longer than 30 seconds. All nominations must be seconded in order to qualify the candidate.
5. After all nominations have been made and seconded, the candidate(s) will be asked if he/she accepts the nomination. Once all candidates accept, they will deliver speeches in alphabetical order (by last name). The maximum speech lengths are as follows:
 - President: five (5) minutes
 - All other board positions: three (3) minutes
6. Once all candidates have finished speaking, the general KADIMA membership will vote on the position. **ALL VOTING DELEGATES** must be paid members of PINES Kadima, and have attended 25% of all chapter meeting this year!
7. Ballots will be collected and tallied by two (2) Beth Ahm Israel Youth Commission members. If all those who are in the running for the current position have stated that he/she does not want to drop, elections will continue. If anyone has chosen to drop, elections will be paused until the results have been announced.
8. If a position is not contested there will be a call for a "Vote of Acclamation" (an oral vote without ballots). One person of the general Kadima membership must make a motion for a Vote of Acclamation, and then another must second this motion. Chairperson of Election will then ask: "All in favor of a Vote of Acclamation say, yea...all opposed say nay." If **ANYONE** in the room says: "nay" a written vote must be taken.
9. The following is the procedure in deciding the winner of each race:
 - A majority vote is necessary to win a position (50% + 1)
 - If after the first vote there is no person with a majority vote, there will be a run-off between those candidates receiving the majority of the votes.

- In the event of a tie (50% to 50%) the chapter president will have make the deciding vote.
- Once any one candidate receives a majority of the votes he/she will be declared the winner.

10. If a candidate who has not won the position he/she has run for, he /she may drop to a pre-applied for position. An additional speech is not required, however, he/she will be allowed two (2) minutes to speak if he/she feels it is necessary.

Pines Kadima

Chapter Board Qualifications and Responsibilities

President

Qualifications:

- Paid-up chapter member of Beth Ahm Israel, Pines Kadima
- One Year of executive board experience
- Active participant in chapter, sub-regional, and regional events during previous year
- Member of Beth Ahm Israel

Responsibilities:

- Attend and participate in all chapter, sub-regional, and regional events including, but not limited to: conventions and dances on time and in their entirety. If conflicts occur, the president is responsible for being sure the program is executed in the proper fashion.
- Attend Shabbat Morning Services and Holiday Services on a regular basis.
- Take an active interest in all synagogue activities and programs when appropriate.
- Conduct and plan board meetings: call meeting to order at designated time, create and distribute agenda, and announce business in the proper manner.
- With aid of all the other officers, should preserve order and control debate, announce all messages to the chapter, and name members to committees.
- Act as an ex-officio member to all committees in the chapter and should check to see that all programs and policies are carried out; should also work with all committees in an administrative capacity.
- Must cooperate with other Kadima representatives; serve as an accredited representative of the chapter, and **AT ALL TIMES** serve as a proper example (dugma).
- Along with the board, create a tentative calendar of dates from the first meeting to the last. Programs must be planned in advance and all details must be checked thoroughly. All dates must be cleared with the youth director.

Programming Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines Kadima
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Arrive at least 15 minutes before all programs to ensure program is ready to go.
- Create and assign committees to plan specific programs.
- Actively oversee the smooth running of each committee.
- Fill out a program-planning sheet for all programs planned.
- If another board member is running a program, make sure a program-planning sheet is filled out and submitted at least one (1) week prior to event.
- Make sure Youth Director has all program planning sheets in order to obtain any supplies, staff, etc. needed for program.
- Submit programming information to Youth Director to be included in the Beth Ahm Israel monthly bulletin.

Membership Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines KADIMA
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings

- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Come up with new and exciting ways to get and retain new members.
- Contact chapter members who have not attended KADIMA programs in over a month.
- Act as a liaison to Pines Kadima; heighten Kadima members' awareness of KADIMA.
- Create and assign membership committees, such as: Card Committee (birthday, we miss you), KADUSY committee (work with USY Mem/Kad on Planning joint programs), Hospitality committee, etc.
- Actively oversee the smooth running of all the above committees.
- Attend Kadima meetings throughout the year.

Social Action/Tikun Olam Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines KADIMA
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Create and assign committees, such as: Social Action programming committee, T.O. committee, etc.
- Actively oversee the smooth running of each of the above committees.
- Plan, along with Programming Vice President and committees, chapter social action projects.
- Publicize chapter, sub-regional, and regional Social Action/Tikun Olam initiatives.

Fundraising Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines KADIMA
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Create and assign all Fundraising committees. Actively oversee the smooth running of all committees.
- Publicize all chapter fundraising activities throughout the chapter, synagogue, and community via the Youth Director
- Work with USY Fundraising VP on joint Fundraising activities.

Religious/Education Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines KADIMA
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Encourage all chapter members to attend Shabbat and Holiday Services.

- Create and assign all religious/education committees, such as: Holiday Committee, Services committee, etc. Actively oversee the smooth running of all committees.
- Secure volunteers for all youth services.
- Assign parts well in advance of youth services.
- Coordinate Kadima parts of Youth Services with USY Religious Education VP.
- Plan programs in which new Ruach songs, i.e. Shabbat Z'mirot, Israeli Songs, are taught
- Create new chapter songs and cheers throughout the year and teach them to the entire chapter
- Help create chapter regalia, i.e. shirts, pants, visors

Communications Vice President

Qualifications:

- Paid-up member of Beth Ahm Israel, Pines KADIMA
- Active participant in chapter during previous KADIMA year.

Responsibilities:

- Attend and participate in all chapter meetings. Make an effort to attend all sub-regional and regional events.
- Attend Shabbat and Holiday Services.
- Take an active interest in all synagogue activities and programs when appropriate.
- Attend all board meetings
- Make all members eager to participate by displaying a positive attitude at all times.
- **AT ALL TIMES**, serves as a proper example (dugma).
- Take minutes, type minutes at all board meetings. Distribute minutes to all board members within one (1) week of a board meeting.
- Send out thank you letters and all other chapter correspondence, with the help of the Youth Director.
- Make an email list with all chapter members on it.
- Update email list as needed.
- Send out emails, as needed, to the chapter.
- Publicize all events throughout the synagogue, i.e. maintain poster in main building lobby, keep material updated on all youth bulletin boards.
- Take pictures at all KADIMA events (chapter, sub-regional, regional)
- Create an end of the year slide show along with USY Historian.

Pines Penguins KADIMA Board Commitment Contract

Name: _____

Position Desired: _____

Initial all of the below commitments. Make sure that both you and your parent(s) sign. Failure to do so will result in a disqualification of your applications.

All below commitments are required to be followed by all board members.

____ I am an active member, in good standing, with Pines KADIMA.

____ I understand that I am committing to a year long position.

____ I have read the Elections packet and understand the qualifications and responsibilities of the office I am running for.

____ I understand that if elected to the board of Pines KADIMA I will be required to attend 50% or more of all chapter meetings.

____ I understand that if elected to board, and by some chance am in violation of any rule set forth by either Beth Ahm Israel and/or by International USY including the kashrut policy, drug policy, etc., I am subject to loosing my board position immediately.

____ I understand that if elected to board I am expected to be a role model for the rest of my chapter.

____ I understand that if elected and fail to meet the duties set forth by Pines Youth Dept. the board and/or youth director can impeach me. Impeachment is defined as an accusation. This could lead to my excusal from the board. Grounds for impeachment are as follows:

1. Getting expelled from a chapter, sub-regional, regional, or international event.
2. Not attending 50% of chapter meetings and 50% of board meetings, unless board member has obligations that are pre-approved by Youth Director.

Candidate's Signature

Parent's Signature

**Dines Penguins Kadima
Application For Chapter Office**

In completing this form, you are not only listing your personal qualifications, but you are also agreeing to devote a minimum of one (1) year of ACTIVE service to our chapter.

The due date for all applications is Thursday, April 6th. No APPLICATIONS WILL BE ACCEPTED AFTER THAT DATE!

Name: _____ Phone: _____

Grade as of September 2006: _____ Position Desired: _____

Previous chapter duties (include chapter offices):

Chapter activities you were involved in planning this past year:

Sub-regional, Regional, and International Events you have attended this past year (other than dances):

Sub-regional, Regional, International USY positions you have held this past year:

Attach a short essay to your application explaining how you can best serve Pines USY from within the office you are applying for. Be sure to include any ideas you may have that will help the chapter as a whole.

Signature of Applicant

Date