# Student Council Election Checklist

From Jim Hull, student council advisor at Grizzell Middle School, Dublin, Ohio, 1998 to 2023

**Election day:** _____ **Runoff:** _____

- [ ] **1** Schedule the election and the runoff together, on back-to-back school days.
- [ ] **2** Announce when and where petitions are available.
- [ ] **3** Put on the petition: the office, signature lines, the poster rules and permitted hallways, the spending limit, the candy rule, a space for the reason for running, the speech recommendation, and the deadline and place to return it.
- [ ] **4** Petitions in before campaigning begins.
- [ ] **5** Decide the tie-break and who rules on a disputed ballot before election day.
- [ ] **6** Give the helping teachers their directions early. Hand out tickets ahead of election day.
- [ ] **7** Speeches the school day before the vote.
- [ ] **8** Tell voters that voting has two stages.
- [ ] **9** Hold a council meeting after school on election day to welcome the winners.
- [ ] **10** Announce winners, not totals.
- [ ] **11** Allow two school days for anyone to challenge a result.
- [ ] **12** Posters down the morning after the runoff result.
- [ ] **13** Put the first council meeting on the calendar before campaigning starts.
- [ ] **14** Plan the hand-off meeting before the last week of school.