

Dear Fellow TSJCLers,

I hope this finds each of you well. My name is William Allan, and I am your 2023-2024 Parliamentarian. The purpose of this letter is to outline and further explain the process of running and applying for an officer position. Whether you make it or not, running for office is a very impactful opportunity to build leadership experience and give back to the TSJCL community. I have found my time on the board to be incredibly fun and rewarding, and implore everybody to consider running for office.

Starting off, there are two types of positions one may hold. All of their duties and responsibilities may be found in Article IV of our Bylaws, and the process for running varies slightly between them.

First, is the **Elected Positions** (President, First Vice President, Second Vice President, Secretary, Outreach Coordinator, and Historian). For these positions, candidates must scan and email the Nomination Form for Elected Officers (which can be found on our website under the Becoming an Officer section) to both [parliamentarian@tsjcl.org](mailto:parliamentarian@tsjcl.org) and [beinemann@tsjcl.org](mailto:beinemann@tsjcl.org) by March 15th, 2024. These positions will be elected at the 2024 State Convention.

Once at the State Convention, the process of becoming elected will start with the Nominations Committee, or “NomCom.” Voting delegates will be present from each chapter, and will all narrow the candidate pool to two candidates per office. You must pre-file for office and be nominated at NomCom to be considered an official candidate. No nominations from the floor shall be accepted. All candidates, whether unopposed or opposed by one or more, will give a short speech not exceeding 2 minutes. Think about discussing your qualifications and possible plans you plan on implementing if you are elected. The goal of NomCom is solely to be approved to continue on. No introduction by a fellow student is given at NomCom.

In cases where more than two people have pre-filed for a particular office, the NomCom will vote on which two candidates will be officially nominated and move onto the next round of the election process, General Assembly II. If you are eliminated in NomCom for the office you originally sought, you may have the opportunity to run for another office with less than two pre-filed candidates. Pre-filed candidates will have the opportunity to run for that alternative office at NomCom.

Once you're approved at NomCom, you are an official candidate! Only now can you post campaign materials. You may spend up to \$30, and receipts will be due to the Parliamentarian directly after NomCom. This budget is not paid for by TSJCL. Keep in mind when designing campaign materials that the situation may arise for you to switch offices at NomCom. No candidate may campaign until after Nom Com.

Next up is General Assembly II (GA II). Here, official candidates will speak before the convention. A 1-minute introduction by a fellow Latin student (no current officers or area chairs) should preface your 3-minute speech. When writing your speech, think of your leadership experience, qualifications, achievements and awards in Latin, etc. At this assembly, voting delegates will receive their ballots.

Immediately following General Assembly II is the Candidates' Open Forum. Here, candidates will be asked a series of predetermined questions by the TSJCL officers and any delegates who wish to attend. I suggest brainstorming some possible questions that may appear and planning how you would respond. Most likely, the current officer will be asking questions specific to the candidates seeking their office, so be sure to be well-versed in the duties of that office.

Finally, at the Final Assembly, sponsors will submit their chapter's ballots and I will count the votes with a State Chair. At the end of this assembly, the 2024-2025 Officers will be announced and they will give their oath of office!

Second, is the **Appointed Positions** (Treasurer, Parliamentarian, Editor, Webmaster, and Convention Coordinator(s)). These positions will be selected after the State Convention, and all applicants need to submit the Officer Nomination Form for Appointed Officers, a resume, and a cover letter in an email to both [parliamentarian@tsjcl.org](mailto:parliamentarian@tsjcl.org) and [beinemann@tsjcl.org](mailto:beinemann@tsjcl.org) by April 12th, 2024. After this step, there will likely be an interview process following.

If you would like to become an officer of either type, talk to your teacher/JCL sponsor. Only one student from each chapter can run for elected office, and only one student from each chapter can be appointed. We hope to see your name on a Nominations Form.

Finally, after reading this letter, the process can feel daunting, but please do not hesitate to contact myself or the other officers with questions about a position's duties, an officer's experience, or how to run. All of this information, and more, can also be found on the TSJCL website. Do not be afraid to run for office because you don't think you will win or because it might seem too hard. The worst thing that can happen is you learn more about yourself, and keep the JCL alive and well... deep in the heart of Texas!

Cura ut valeas,

William Allan  
2023-2024 TSJCL Parliamentarian  
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