

# Elections Handbook

To New Frontier USY Regional Executive Board Candidates 2018-2019

**This packet is for any sophomore or junior who wishes to run for a position on the New Frontier Region USY Regional Executive Board, provided they meet all of the stated requirements. Freshmen who wish to run must receive explicit permission from the Regional Youth Director.**

## Contents:

- Regional President's Letter
- Candidate Checklist
- Structure, Qualifications, Duties, Expectations, and Standards
- Decision Worksheet
- Candidate Qualification Sheet
- Candidate Declaration Form
- Parent Consent Form
- Endorsement Form

April 19	All forms due by email (miller@uscj.com) (incomplete or late declaration packets will <b>not</b> be accepted)
May 14	Last day to have <b>mandatory</b> meeting with the Regional Teen Engagement Director, a parent, and candidate
May 26	Elections at May Convention
TBD	International Fall Board Meeting for all REB and IGB members (President and SA/TO VPs invited to Tikun Olam Allocations Meeting TBD)

## Contact Information

\*Attn: USY Elections

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# **The Candidate Checklist**

Running for REB? Make sure everything is sent to the regional office  
by **April 19, 2018!**

- Interested in running
- Qualified to run
- Carefully read election handbook
- Shared handbook with  
parents/guardians
- Discussed with parents/guardians  
Comfortable with commitment involved  
Completed Decision Worksheet
- Signed Declaration Form
- Signed Parent/Guardian Consent  
Form Signed Endorsement Form
- Set up meeting with Regional Youth  
Director

# Structure and Duties of the New Frontier USY Executive Board

## NEW FRONTIER REGION UNITED SYNAGOGUE YOUTH CONSTITUTION ARTICLE VI

### REGIONAL EXECUTIVE BOARD

#### SECTION 1

- A. The Regional Executive Board shall consist of the Regional Officers.
- B. Each officer except for the President shall have one vote. The President shall have one vote in the case of a tie.
- C. The President shall have the power to call meetings at the President's discretion.
- D. The Regional Executive Board shall act as the main decision making body in the region.
- E. The Regional Executive Board shall approve appointments make by the President by a two-thirds vote.
- F. The Regional Executive Board shall advise on a Regional Budget.
- G. Any person the President deems necessary to attend the Regional Executive Board meeting may attend.
- H. The meeting shall be closed during issues of personnel and litigation matters.
- I. The members of the Regional Executive Board shall, by a simple majority vote, be allowed to close their meetings for any reason deemed necessary.
- J. There shall be a minimum of six meetings per year.
- K. The term of the Regional Executive Board shall begin with the installation of its officers and shall end with the installation of the new officers.
- L. All decisions must receive a majority vote of approval unless otherwise stated in this constitution.
- M. The officers of Regional Executive Board shall be President, Executive/Programming Vice President, Membership/Kadima Vice President, Religion/Education Vice President, Social Action/Tikun Olam Vice President, Israel Affairs/Regalia Vice President, and Communications Vice President.
- N. The qualifications for being elected a Regional Officer should be:
  - a. President
    - i. Any person shall be eligible to be elected to the office of President after being on the Regional Executive Board for one or more terms, or, after being on the president of his/her chapter's Executive Board for one or more terms prior to the election.
  - b. All other officers.
    - i. Any person shall be eligible for the offices of Executive/Programming Vice President, Membership/Kadima Vice President, Religion/Education Vice President, Social Action/Tikun Olam Vice President, Israel Affairs/Regalia

Vice President, or Communications Vice President who shall have been on the Regional Executive Board for one or more terms, or, after being on Regional General Board for one or more terms, or after being on his/her chapter's Executive Board for one or more terms prior to the election.

- O. Once elected the Officers shall:
- a. Observe Shabbat and Jewish Holidays (Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Pesach, and Shavuot) as set down by the Conservative Movement.
  - b. Observe the dietary laws where ever possible in private and at all times in public.
  - c. Participate in some mode of Judaic study for not less than three hours weekly.
  - d. Attend not less than four religious services monthly, three of which must be on Shabbat.
  - e. Participate actively in the affairs of their respective Chapters, and in all of the activities of the Region.
  - f. Attend all Regional Events, defined by this Constitution and its Bylaws, except in the case of medical or personal emergency or financial constraints.
- P. The officers shall have the power to perform the duties associated with their respective offices as indicated in Robert's Rules of Order Revised, except as more specifically enumerated in this Constitution.
- a. President shall:
    - i. Preside at all meetings of the Regional Executive Board, Regional General Board, and all plenary sessions at conventions and Kinnusim and encampments.
    - ii. Have the power to appoint and remove all Regional General Board members with the majority vote approval of the Regional Executive Board.
    - iii. Be vested with the executive powers of the Region and be its accredited representative.
    - iv. Be the Region's representative and member of the Regional Youth Commission.
    - v. Report to the Regional Conventions as to the state of the Region.
    - vi. Serve as ex-officio member and overseeing officer of all Regional General Board Committees.
    - vii. Run the Regional elections, act as Parliamentarian, and provide for the general welfare of the Region.
  - b. Executive/Programming Vice President shall:
    - i. Have the powers, duties, and rights of the President during the President's absence. Assist the President in carrying out his/her duties.
    - ii. Be vested with the executive powers of the Region and be its accredited representative.
    - iii. Be the Region's representative and member of the Regional Youth Commission. Report to the Regional Conventions as to the state of the Region.

- iv. Serve as ex-officio member and overseeing officer of all Regional General Board Committees.
  - v. Run the Regional elections, act as Parliamentarian, and provide for the general welfare of the Region.
- c. Membership/Kadima Vice President shall:
- i. Have the powers, duties, and rights of the Executive/Programming Vice President during the Executive/Programming Vice President's absence.
  - ii. Assist the President in carrying out his/her duties.
  - iii. Be responsible for maintaining and increasing membership.
  - iv. Aid chapters throughout the year in carrying out their respective calendars.
  - v. Oversee all membership and Kadima related committees deemed necessary by the Regional Executive Board.
  - vi. Be responsible for obtaining complete membership lists of regionally affiliated Chapters.
- d. Religion/Education Vice President shall:
- i. Have the powers, duties, and rights of the Membership/Kadima Vice President during the Membership/Kadima Vice President's absence.
  - ii. Assist the President in carrying out his/her duties.
  - iii. Be responsible for aiding chapters in promoting religious and education programs.
  - iv. Oversee and promote all Regional religious and education activities.
  - v. Be in charge of facilitating services at all Regional Events.
  - vi. Oversee all religion and education related committees deemed necessary by the Regional Executive Board.
  - vii. Be responsible for any Religion/Education newsletter deemed necessary by the Regional Executive Board.
- e. Social Action/Tikun Olam Vice President:
- i. Have the powers, duties, and rights of the Religion/Education Vice President during the Religion/Education Vice President's absence.
  - ii. Assist the President in carrying out his/her duties.
  - iii. Be responsible for aiding chapters in the raising of Tikun Olam funds and promoting Social Action Programs.
  - iv. Oversee and promote all Regional Social Action/Tikun Olam activities.
  - v. Oversee all Social Action and Tikun Olam related committees deemed necessary by the Regional Executive Board.
  - vi. Be responsible for any Social Action newsletter deemed necessary by the Regional Executive Board.
- f. Israel Affairs/Regalia Vice President shall:

- i. Have the powers, duties, and rights of the Social Action/Tikun Olam Vice President during the Social Action/Tikun Olam Vice President's absence.
  - ii. Assist the President in carrying out his/her duties.
  - iii. Be responsible for aiding chapters in promoting Israel programs
  - iv. Oversee and promote all Regional Israel activities.
  - v. Oversee all Israel related committees deemed necessary by the Regional Executive Board.
  - vi. Be responsible for any Israel newsletter deemed necessary by the Regional Executive Board
  
- g. Communications Vice President shall:
  - i. Have the powers, duties, and rights of the Israel Affairs/Regalia Vice President during the Israel Affairs/Regalia Vice President's absence.
  - ii. Assist the President in carrying out his/her duties.
  - iii. Keep accurate minutes of all meetings held by the Regional Executive Board and the Regional General Board.
  - iv. Be responsible for the distribution of all minutes to the proper delegates of this Region within 21 days following the meeting.
  - v. Maintain the Regional webpage.
  - vi. Oversee all communications related committees deemed necessary the Regional Executive Board.
  - vii. Be in charge of all Regional newsletters and the yearbook

### **REGIONAL GENERAL BOARD**

#### **SECTION 2**

- A. The Regional General Board shall consist of the Regional Executive Board, Regional Committee Members, and Chapter Presidents or his/her representative.
- B. The Regional General Board shall have the power to advise the Regional Executive Board
- C. Meetings of the Regional General Board shall be called at the discretion of the President or the joint discretion of two of the six other Executive Board Members, or written petition signed by half of the General Board's membership and sent to the President.
- D. The term of the Regional General Board shall begin with the installation of the Regional Executive Board officers and end with the installation of the new officers
  - a. There shall be a minimum of two meetings a year with the Regional General Board.
  - b. There shall be a quorum, consisting of fifty percent plus one of the Regional General Board, at each meeting. For a decision to be passed it must be approved by a majority of the quorum present.
- E. All decisions must receive a majority vote of approval unless otherwise stated in this Constitution.
- F. Regional Committees shall be formed when deemed necessary by the Regional Executive Board.

- G. Regional Committee Chairpersons and members shall be determined by the Regional Executive Board.

### **IMPEACHMENTS**

#### SECTION 3

- A. Procedure: Impeachment proceedings against any officer may be initiated upon receipt of written charges of an officer's dereliction of duties mandated by this constitution. This must be signed by a majority of the members of the Regional General Board. These charges shall be submitted to the Communications Vice President, unless he/she is the subject of the charges in which case they shall be submitted to the Executive/Programming Vice President. A copy of the charges will be sent to the individual against whom impeachment proceedings are pending. The subject of the charges may submit an answer to said charges with seven days upon receiving them. The Communications Vice President or the Executive/Programming Vice President shall forward both the charges and the answers to all Regional General Board members within one week of receiving the answers, or after the seven days afforded if no answer is received. An emergency meeting will be called. Discussion and final action will be taken at this meeting.
- B. A two-thirds majority vote of the members of the Regional General Board shall be necessary to remove an officer.

### **VACANCIES**

#### SECTION 4

- A. If the Presidential office is vacated, the Executive/Programming Vice President will assume all powers and duties of the presidency and shall resign from the Executive/Programming Vice President office.
- B. In the event of any other vacated office, the aforementioned interim succession shall be adhered to. Each member of the Executive Board may nominate one person to fill the vacated office. From the nominees, one person shall be selected by a two-thirds majority of the Executive Board, and approved by a majority of the General Board.

### **NEW FRONTIER REGION UNITED SYNAGOGUE YOUTH BY-LAWS TITLE II STANDARDS**

#### SECTION 1

- A. All Regional Executive Board Members should follow the standards as set forth in this Constitution, Article VI, Section 1, Part O.

### **PENALTIES**

#### SECTION 2

- A. Penalties for breaking religious behavior rules:
  - a. Upon the first offense, the board member shall receive a censure from the Regional Board.

- b. Upon the second offense, the board member shall be barred from voting on the Regional Board for three months, and shall be barred from attending the regional event following the second offense.
- c. Upon the third offense the board member shall be removed from the Regional Board, and barred from holding any USY office during the remainder of that year.

### **APPEAL PROCESS**

#### **SECTION 3**

- A. Upon ejection, the board member may appeal said ejection to a committee consisting of the Regional President, the Regional Director, the Regional Youth Commissioner, and one Regional Executive Board member of the appealing officer's choice. If the Regional President is the appealing member, then the Regional Executive/Programming Vice President shall sit on the committee in his/her place.
- B. All appeals must be submitted to the Regional President. If the Regional President is the appealing member, the appeal shall be submitted to the Regional Director.
- C. All appeals shall be submitted within two weeks of the date of ejection.
- D. All appeals must be heard, and decided within two weeks of the date of submission of the said appeal. ☐



# Expectations of Regional Board Members

During this process, there always comes the question of “What does a regional board member do?” The answer to this question is, in fact, very broad and oftentimes hard to answer. However, these are some of the expectations that **ALL BOARD MEMBERS** are expected to follow during their term in office.

1. **Mandatory** attendance at all regional conventions and as many other regional programs as possible. Regional Executive Board Members are *highly* encouraged to participate in International programs as well.
2. Must be a member in good standing of your USY chapter (*good standing* defined as having paid your chapter dues and attending at least 75% of chapter events).
3. Required attendance at all Regional Executive Board meetings, Regional General Board meetings, unless previously arranged with the USY President or the Regional Youth Director.
4. Observe ALL Regional Executive Officer standards (see following page).
5. Be in contact, by phone or face-to-face visits, with both the Regional USY President and the Regional Youth Director at least once EVERY week (this requires said board member initiating the contact).
6. Be in contact with Regional General Board committee chairs at least once a month.
7. Stay in constant contact with assigned chapters and chapter counterparts throughout the year.
8. Plan ALL programs relating to your position for regional conventions/events.
9. Initiate new projects, as well as facilitate the day-to-day responsibilities of your position.

**These expectations are some, but not all, of the expectations that a board member is expected to adhere to. Please take note of them, as you will be expected to meet these expectations if elected to office.**☒

# Regional Officers Standards

From the International USY Constitution

Introduction: USY leaders serve as accessible Jewish role models to the community by conducting themselves in a way that exemplifies the benefits of living life as modern Conservative Jews. In that capacity, they should demonstrate a strong commitment to Jewish involvement and continuity through the performance of Mitzvot and G'milut Chasadim. This responsibility to serve as a Dugma (role model) is an opportunity for Officers to enhance their commitments to growing in study and observance of the Jewish tradition. Therefore:

1. In order to experience our rich traditions, the Officers of United Synagogue Youth shall observe all Jewish holidays by performing Jewish rituals and partaking in their celebration. The Officers are also expected to attend services.
2. The Officers shall refrain from using social media, and from performing USY-related *Melacha* (work) on Shabbat and *Yom Tov*. Officers are also encouraged to refrain from public functions not in the spirit of Shabbat or the Holiday.
3. In accordance with USY's commitment to Jewish dietary laws, the Officers shall observe Kashrut where possible in private and at all times in public.
4. The Officers will foster a safe and inclusive community. USY leaders should serve as the embodiment of USY's Zero Tolerance policy towards bullying, and create a welcoming environment.
5. The Officers are expected to hold themselves and each other to the highest ethical standards. This includes refraining from *Lashon Hara* (gossip) and treating others with *Kavod* (respect).
6. As an expression of Jewish engagement, the Officers shall participate in weekly Judaic activity, including, but not limited to, United Synagogue Youth programming, attending religious services, and ongoing Jewish learning.
7. The Officers will strive to model healthy Jewish dating choices. These include recognizing the importance of dating within the Jewish community and treating each person with the recognition that they were created *Betzelem Elohim* (in the image of God).
8. The Officers shall refrain from the illegal use of drugs and the illegal use of alcohol.
9. As committed and engaged members of United Synagogue Youth, the Officers shall participate actively in the affairs of their respective synagogues, Chapters, and Regions.
10. As representatives of USY, the provisions contained herein shall also apply to the remainder of the membership of the International General Board as well as all members of Regional USY Executive Boards.
11. The Director of Teen Learning and Regional Youth Directors have the responsibility to support our USY leaders in growing in these areas by working with each elected officer on a personal plan for development.☐

# Decision Worksheet

This worksheet, in addition to helping whether or not to run, is designed to assist the region in ensuring the commitment of all potential board members. Your honesty in completing this form will help both you and New Frontier USY. This information will be kept strictly confidential between the Regional Youth Director, Regional Youth Commission Chair, the Regional President, you, and your parents/ guardians. **Please answer type all these questions on a separate sheet.** All candidates, in order to be eligible, must answer every question COMPLETELY.

1. What is the number one reason for which you want to be on Regional board?
2. What do you want to accomplish while on board, in terms of the position you will run for, and in terms of being on the Regional Executive Board in general? What do you want to do for New Frontier?
3. What has been your best accomplishment so far in USY?
4. Why would you be the best candidate for your position?
5. If you couldn't run for the position you are planning to run for, which position would you run for and why?
6. What is one fact about you or characteristic you have that you believe is unique, unusual or special that others may not know about you?
7. What are your commitments aside from USY that will want to maintain during your year on board?
8. Approximately how many hours per week do you plan to have available to do USY work? Will this be enough time for you to do your job on board as well?
9. How do you feel about USY Executive Officer standards and the religious commitment in general?
10. What commitments on your schedule exist that would conflict with the Shabbat and *Chaggim* aspects of standards? How do you plan on dealing with this conflict?
11. What, if any, questions do you have about board?
12. How do your parents feel about you being on board? What, if any, questions or concerns do they have?

# Candidate Qualification Sheet

Following tradition in USY, every voting delegate is given a candidate's guide, a packet with information provided by each candidate to help voters gain a better understanding of the people running for office. Comparable to resumes, these are termed "Brag Sheets" because it is your space to brag about yourself and try to convince USYers to vote for you. Below is some information it is recommended you include. This is just a suggestion, not a limitation or requirement. The only rules are as follows: The entire candidate's sheet must not exceed the front and back of one page, must be truthful, and must not include any graphics, borders, or pictures.

Information to include:

- I. I. Introduction
  - A. Name
  - B. Office Desired
  - C. Age
  - D. Chapter
- II. USY Activities and Offices Held
  - A. International
  - B. Regional
  - C. Chapter
- III. Jewish Education and Activities
  - A. Previous Studies
  - B. Present Studies
  - C. Number of hours per week
  - D. Religious Skills (Hazzan, Torah Reader, etc.)
- IV. IV. Secular Education and Extra-Curricular Activities
  - A. School
  - B. Grade (as of Sept.)
  - C. Grade Point Average (not req'd)
  - D. Activities
- V. Special Achievements, Honors, Awards, etc. VI. Personal Statement
- VI. Personal Statement
  - A. (Write a brief statement, no more than 150 words, about why the voters should vote for you. This is supplementary to your speech.)

**NEW FRONTIER REGION  
UNITED SYNAGOGUE YOUTH  
EXECUTIVE BOARD ELECTIONS**

**CANDIDATE DECLARATION FORM**

Email this form, with your decision worksheet, information sheet, candidate's statement, parent consent form, and endorsement form by **April 18** to: miller@uscj.org

PLEASE NOTE: INCOMPLETE OR LATE DECLARATIONS WILL **NOT** BE ACCEPTED.

CANDIDATE STATEMENT

I have read the Election Handbook and I fully understand Article VI (Regional Executive Board), Title II (By-Laws), and the Regional Officers Standards as set by International USY. I have also read and understood the accompanying letter from the Regional President. I understand the commitments I am making, and agree to abide by all of the above.

I understand that I will miss school and any school-related activities on Shabbat and Jewish holidays and will make sure that my parents/guardians agree to it. I have discussed with my parents/guardians the commitments I will be making for the upcoming year, in terms of leadership, time and commitment to Jewish observance.

I will make known on this form of my intention to run for a Drop Down Position by listing the position on the required space or otherwise forfeit the opportunity to run for a Drop Down position. I will not make any changes to the status of listed positions once the form has been submitted.

I certify that all statements on my candidate information sheet are true, to the best of my knowledge.

I also certify below that I will take this job seriously and fulfill the position to the best of my abilities.

I hereby declare my candidacy for the position of \_\_\_\_\_

REB Position

\_\_\_\_\_  
Drop Down Position (Optional)

\_\_\_\_\_  
Signature of Candidate

**NEW FRONTIER REGION  
UNITED SYNAGOGUE YOUTH  
EXECUTIVE BOARD ELECTIONS**

**PARENTAL CONSENT FORM**

PARENT/GUARDIAN STATEMENT

I have read the Election Handbook with my child and I fully understand Article VI (Regional Executive Board), Title II (By-Laws), and the Regional Officers Standards as set by International USY. \_\_\_\_\_ (Initial Here)

I have read and understand the accompanying letter from the Regional President. I understand the commitments my child is making, and agree to abide by all of the above. Furthermore, I have discussed with my child these commitments, in terms of leadership, time, and Jewish observance, and am confident in my child's abilities to fulfill them.  
\_\_\_\_\_ (Initial Here)

I understand that my child will miss school and any school-related activities on Shabbat and Jewish holidays and will assist in making that possible. \_\_\_\_\_ (Initial Here)

I have called the regional office [(408) 892-2732] to set up a meeting that will be held before **May 14** (either by phone or in person) that will include me, my child running for office, and the regional youth director. The date and time of my meeting is \_\_\_\_\_.  
\_\_\_\_\_ (Initial Here)

I have familiarized myself with the aforementioned documents and realize the duties and responsibilities of being a member of the Regional Executive Board and will support my child in every way possible.

I hereby give my child permission to be a candidate for Regional Office.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**NEW FRONTIER REGION  
UNITED SYNAGOGUE YOUTH  
EXECUTIVE BOARD ELECTIONS**

**ENDORSEMENT FORM**

Name of Candidate: \_\_\_\_\_

Position Sought: \_\_\_\_\_

***Statement of Youth Director or USY Advisor***

I hereby affirm that the above-mentioned individual is a member in good standing of our USY chapter. To the best of my knowledge, this USYer meets **ALL** of the qualifications for candidacy as outlined in this handbook and has the capacity for leadership, responsibility, and serving as a *dugma* (role model) that being a Regional Officer requires. I recognize that being a Regional Officer is a great undertaking and includes a serious commitment to Jewish observance and study (as outlined on the Regional Officers Standards page of this handbook). If the above-mentioned individual is elected to office, I will lend my support and assistance in my helping this individual fulfill these commitments. My signature below indicates my support of the candidacy of this individual and the belief that the candidate will carry out the responsibilities and standards contained in this packet if elected to office.

\_\_\_\_\_  
Signature of Youth Director or USY Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter

***Statement of Rabbi, Hebrew/Day School Principal, or Jewish Educator***

I recognize that being a regional officer is a great undertaking and includes a serious commitment to Jewish observance and study (as outlined on the Regional Officers Standards page of this handbook). If the above-mentioned individual is elected to office, I will lend my support and assistance in my helping this individual fulfill these commitments. My signature below indicates my support of the candidacy of this individual.

\_\_\_\_\_  
Signature of Rabbi, Hebrew/Day School Principal, or Jewish Educator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Synagogue or School