

HHS Student Council Protocols (last updated 2.19.25)

1. Structure

a. Membership

- i. Annual membership is open to all students in grades 9-12.
- ii. There is no cap or limit to student council membership.
- iii. Current students in grades 9-11 apply in the spring for membership effective the following school year. Incoming 9th graders apply at the end of September/early October for membership for the current year.
- iv. Members are required to reapply every year.
 1. [Application Form for Current Grades 9-11](#)
 2. [Application Form for Incoming 9th Graders](#)
- v. Applicants must submit two teacher recommendations as part of their application. This recommendation is a [rating form signed by the teacher](#), not a full recommendation letter. The recommending teacher submits their form directly to the student council advisors.

b. Eligibility

- i. Annual membership is open to all students in grades 9-12.
- ii. There is no cap or limit to student council membership.
- iii. Student council members are expected to participate regularly by attending scheduled meetings and serving on committees. Students who miss a third scheduled meeting or committee obligation may be removed from student council for lack of engagement.

c. Elections

- i. Officers are elected to provide guidance and leadership for the council.
- ii. Council members interested in serving as an officer are required to complete an [Officer Application](#).
- iii. Student council advisors are the final decision-makers on officer selections. Advisors consider feedback from both the student council members (ranking scale) and HHS staff (recommendations). Administration may be consulted if needed.
- iv. Council members provide feedback according to identified leadership attributes via a [scale ranking form](#) for each Officer applicant.

d. Meetings

- i. Meetings of the entire council are held weekly, on most Tuesday mornings during the school year, for a total of approximately 20 meetings per year.
 - ii. Meetings of the officers are held weekly on most Thursday mornings, for a total of approximately 25 meetings per year and include select meetings during the late summer as the new school year approaches.
 - iii. Officers create meeting agendas, facilitate meetings, and take minutes.
 - 1. Senior officers serve as meeting facilitators
 - 2. Junior officers prepare the agendas
 - 3. Sophomore officers record meeting minutes
- e. Member Responsibilities
 - i. Attend meetings regularly.
 - ii. Attend major student council events, which include Homecoming, SnoWeek, Prom, Street Party.
 - iii. Contribute to other select events throughout the year, which include but are not limited to activities like halloween, turkey bingo, HollaDayz, matchmakers.
 - iv. Brainstorm ideas for events, dress up days, themes, etc
- f. Officer Responsibilities
 - i. All member responsibilities are included in addition to:
 - 1. Attendance Groups- each Officer has a group of members they are responsible for communicating with and checking meeting attendance for.
 - 2. Attend additional Officer meetings
 - 3. In charge of whole group meetings (see above D. Meetings iii for specifics)

2. Decision Making Process

- a. Student council will make decisions about activities that are a part of school-wide events that include but are not limited to Homecoming, SnoWeek, and Prom. Student council will establish themes, dress-up days, and other related activities. The decision-making process includes idea submission, establishing priority options, and voting on final actions.
 - i. The entire council is expected to participate.
 - ii. A quorum of two-thirds of membership must be present in order for votes to take place. If a quorum is present, votes are taken.

- iii. The process begins with an “all call” of ideas from any council member, to be followed by two rounds of voting to determine final decisions.
 - iv. The first voting round is conducted to select a small group of priority choices from among the “all call” ideas. Members vote for multiple “top” options.
 - v. The second voting round is then conducted to identify a single “best” choice from among the short list of top options.
 - a. Votes are cast by raising hands.
 - b. Voting results are recorded in the minutes.
- b. Prom voting is limited to junior and senior council members only. Sophomores fill the role of Prom setup subcommittee.
- c. Decisions about decorations for events are limited to the council officers only.
- d. Subcommittees are used for larger events with extensive preparation and decoration, like pep fests and prom. Subcommittees may include but are not limited to; balloon arch committee, walkway committee, backdrop committee, posters.
 - 1. Subcommittees establish a priority decorations layout.
 - 2. Subcommittees present their priority ideas to the entire council at a regular meeting.

3. Advisor/Admin Oversight

- a. Student council advisors will inform the administrative team (e.g. Athletics/Activities Director, Principal) prior to any public release of information about themes, dress-up days, and related activities for events like Homecoming, SnoWeek, and Prom.
- b. Student council leadership will share recommendations for significant change with advisors who then work with administration for final approval.

4. Communication

- a. Internal
 - i. The council will maintain an annual calendar for meetings and events. The calendar is a Google Doc shared with all Officers and advisors. Printed versions are given to all members.
 - 1. Advisors set a calendar at the beginning of the school year with major event dates and meetings in place. Changes made as needed and all members are notified of those changes.

- ii. Calendar and event reminders are posted for council members on Schoology.
- iii. Council officers manage regular small-group electronic messages with their attendance groups.

b. External

- i. The council will submit and publicize membership applications, events, dress-up days, and other activities on the HHS announcements.
- ii. Council officers manage a HHS Student Council Instagram page to promote council activities.
- iii. Advisors will use Schoology posts to grade-level pages to manage any school-wide voting process (e.g. Homecoming).
- iv. Advisors will use email to message parents/guardians about major events (e.g. Powderpuff, Homecoming, SnoWeek, Nickelodeon Universe or off-campus activities). Administration assists with coordination of communication for larger events.

c. Student Body Feedback

- i. Council members will solicit feedback from the student body at select intervals throughout the school year.
- ii. An “always on” [electronic form](#) is posted on the HHS student council website where students can submit ideas or feedback with student council members.
- iii. Advisors will post feedback forms to grade-level Schoology pages following major events so solicit feedback, asking things like “what went best” and “what could be improved.” Advisors will also seek feedback about new ideas to help foster a positive and fun environment at school. For example, “what school events would you like to see,” or “what are dress-up day ideas do you have?”