

# Lake Ontario Region **BBG Elections Manual**

2024-2025



## **A MESSAGE FROM LEAH STEIN, THE 44TH REGIONAL N'SIAH:**

My Sister and Sibling BBGs,

If you're reading this, you might be considering a role on the 45th Regional Board of Lake Ontario Region, and that is amazing. With this document, you begin the process that helps shape our region for an even stronger future. I know the stress, the nerves, but most importantly the excitement that comes with elections. Most of all, I know that it'll all be worth it. Reading this packet helps you begin to understand what it takes to be on the Regional Board next year. Along with that, this will ensure that you have all the resources needed to be one of the next great leaders for Lake Ontario Region. No matter what, do not be scared to ask questions. I am here for you every step of the way, so please be sure to reach out if you need help.

Serving on the Regional Board is no small task. It takes dedication, commitment, hard work, and teamwork. While being on any board, it is your job to do your part and hold your weight. Along with that, understanding and cooperating with others is essential. We as a region are strong because we consistently have engaged and active leaders. Our individual BBYO experiences are unique to us, but they are built on the work and care of so many leaders that come before. As a leader in Lake Ontario Region, you have the power to shape other people's stories. Looking through this packet, think of what motivates you, and remember why you're here. You are one of the people that makes me proud of the future for LOR.

Through my time in BBYO, I have learned so much about how leadership roles on the regional level can be so impactful for me and others. I'm honoured to have spent two years forming meaningful relationships with teens from all around LOR working towards our shared goals. Being on the Regional Board gives you a chance to spread to other members the same love and appreciation you have for this movement. It enables you to use innovative ideas, your passion, and your dedication to this movement to fuel others, and see success in your own way. You have the power to make a difference next year, and I encourage you to make that happen. I am always available for support in every way that I can, so feel free to reach out to me at (647) 622-8198.

**Together as one,  
Forever united,**

Submitted with an undying love for Chapter Ahava BBG #2447, Lake Ontario Region #36, LOR's 43rd and 44th Regional Boards, The International Order of the B'nai B'rith Girls, and the Menorah Pledge Principles upon which it stands, I forever remain,

**Leah Stein**

Your 44th Regional N'siah

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## **A MESSAGE FROM KEVIN GOODMAN, SIMARA CLEMENS & DAVID WAKSMAN, BBYO ONTARIO REGIONAL DIRECTOR AND ASSOCIATE REGIONAL DIRECTORS**

**Mazel Tov!** By reviewing this packet, you're taking the first step in furthering your leadership journey within BBYO and Lake Ontario Region. As you consider if this opportunity is right for you, it is important that you, as well as your family, understand the commitment you are about to undertake. The purpose of this packet is to give you and your family a clear understanding of the time, effort, and commitment serving on board requires and how essential the support of parents is in creating a stellar experience.

If you choose to run for office, you should fully understand the large responsibility of these positions and be capable of dedicating a significant amount of time to BBYO. Please discuss next year's plans regarding school and extracurricular activities together so you can be confident in your decision to run.

Serving on the Regional Board is an incredible experience- allowing you to become a part of something larger, developing leadership skills that you will use beyond your high school years. As leaders of our region, serving over 500 teens, Regional Board members are role models, and have the ability to impact the lives of their peers through goal setting, meaningful programming, communication, and mentorship.

The ultimate goal of a Regional Board member is to make the chapters of Lake Ontario Region stronger. It's safe to say that you will spend a great deal of time on the phone and online as you communicate with counterparts, other board members, and the community at large. The specific responsibilities of each office can be found later in this packet.

Serving as a Regional Board member will be an enriching experience that benefits you for a lifetime. If elected, we know that you will grow tremendously from this experience, gaining new skills in goal setting, developing event planning abilities, building relationships with Jewish teens from around the world, and just plain having fun.

Getting to work with the Regional Board is a personal highlight for us and it is inspiring to watch the transformation of teens from Election Day to the end of their terms. You will discover skills you never knew you had, you will develop friendships that will last a lifetime, and you will learn to take regional success personally.

It is crucial that you put time and thought into this decision. After reading through this election packet and discussing with your entire family, if you still intend to run for office, please adhere to the deadlines that have been articulated. Feel free to reach out to us if you have any questions at any point in the candidacy process.

**Kevin Goodman**

Regional Director, BBYO Ontario

**Simara Clemens & David Waksman**

Associate Regional Directors, BBYO Ontario

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## ELIGIBILITY FOR REGIONAL BOARD

To be eligible to run for a position on Regional Board, you must:

- Be registered as a member in good standing of a chapter in the Lake Ontario Region
- Have served (or are currently serving) a full term on chapter or regional board.
- Fulfill all requirements and meet all deadlines in the BBG Elections Manual.
- Be present at Elections (taking place at Spring Convention, May 17-19, 2024).

Exceptions are extremely rare and may only be made jointly by the Regional N'siah and Regional Staff.

## CLOSED CAUCUS POLICY

Lake Ontario Region has a strict caucus policy in place to prevent any BBG from obtaining an unfair advantage over any opponent in an election. Our biggest priority is the preservation of sisterhood and siblinghood throughout Lake Ontario Region. Failure to abide by this policy will result in the removal of your caucus.

All members, whether caucusing or not, are prohibited from:

- Discussing your own or any member's intention on whether or not to declare
- Discussing your own or any candidate's qualifications, goals, ideas, or vision
- Discussing reasons to vote/not vote for you or any candidate
- Discussing anything that would provide one or more people information about a candidate
- Engaging in any actions designed to influence votes
- Sharing caucus materials prior to the election or having others read or edit a candidate's materials
- Doing anything that would provide one or more candidates with an unfair advantage

The number of people aware of a decision to run for Regional Board is limited and the caucus policy will be enforced. The only people who should be aware of a candidate's decision to run for Regional Board are the candidate, the candidate's parents, regional staff and chapter advisors, and the Regional N'siah.

*Any candidate found in violation of the Caucus Policy will have their caucus removed.*

*Any member found in violation of the Caucus Policy will lose their vote and may be subject to further consequences as jointly determined by the Regional N'siah and Regional Staff.*

*If anyone is suspected to be in violation of the Caucus Policy, they will receive a warning and may be subject to further consequences as jointly determined by the Regional N'siah and Regional Staff.*

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## CAUCUS DATES & DEADLINES

*Steps must be completed in the order they appear here. Be sure to read all details in this packet and at each submission link.*

### Step 1 - Declaration Form due by 11:59pm and Candidate/Parent Webinar on Monday April 15th @ 8:00pm

- Complete the [Declaration Form](#) to submit your name, chapter, positions you are considering, grade, e-mail, and cellphone number. You will also be required to answer a series of preliminary questions (follow the link to preview the questions).
- Join the Regional Aleph Godol, N'siah, and Staff on a [Zoom Webinar](#) to hear more about the commitment and get an idea about what it's like serving on board. You and at least one parent or guardian must be in attendance. It is your responsibility to ensure they participate or that a make-up call is scheduled in advance.

### Step 2 - Gaining Perspectives Interview and Caucus Forms due by Sunday April 21st @ 11:59pm

- Use this [Calendly Link](#) to book your Gaining Perspectives Interview. This is your chance to make sure you understand the role, ask any questions you may have, and discuss your ideas. Please come prepared with any questions you may have about the remainder of the caucus process or serving on the Regional Board.
- Submit your [Candidate Contract](#). This form requires signatures from the Candidate as well as a Parent/Legal Guardian.

### Step 3 - Candidate Video, Vision Prompts, and President Papers (Godol/N'siah only) due by Monday May 6th @ 11:59pm

- Please record and submit a 2-minute or less [Candidate Video](#) (follow the link to read the requirements). Videos should demonstrate that you have a firm grasp of the Region's needs, what you hope the region will look like in the future, and how to move between those two points should you have the chance to lead.
- Submit your responses to the [Vision Prompts](#). You will respond to the three prompts for your declared position. Please limit your essay responses to 250 words per prompt.
- Submit your [Presidential Paper](#) (only if you are caucusing for Godol or N'siah). This is your opportunity to rally the Region around the way you'll mobilize AZA and BBG if elected. Your response is limited to 300 words.

### Step 4 - Platform and Speech Submission due by Monday May 13th @ 11:59pm

- Submit your [Platform](#) (follow the link to read the requirements). Platforms should include qualifications on a Chapter, Regional, and International level, any awards you have received, goals and ideas you have for the upcoming year, a note to voters, and anything else you would like to add to support your candidacy.
- Submit your [Speech](#) (follow the link to read all requirements).

### Step 5 - Regional Elections at Spring Convention on Sunday May 19th

- Elections will be held Sunday morning at Spring Convention. Come dressed to impress, bring your platforms (exactly as submitted), and have your speech ready (N'siah maximum 7 minutes, all others maximum 5 minutes).



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## **REGIONAL BOARD EXPECTATIONS**

In choosing to serve in the highest tier of leadership in our region, the expectations placed on Regional Board members are high and carry a lot of weight within the region. There are several things that the office and the members of Lake Ontario Region expect from the Regional Board members.

All Regional Board members must:

- Continue to be active members in their chapters and attend all weekly chapter programs.
- Attend and actively participate in all regional board meetings, regional programs, and conventions.
- Have adequate time management skills and be able to plan in advance to balance all responsibilities.
- Practice effective role modeling at all times (this includes not only behaviour and attitude but activity on social media), follow all BBYO policies, and help to ensure that other members do as well.
- Stay in consistent contact with other board members, counterparts, and staff.
- Maintain Lake Ontario Region as a top region in the International Order and serve as a role model and guide to younger members.



## POSITION EXPECTATIONS AND RESPONSIBILITIES

### Regional N'siah (President):

- Coordinate the efforts of each Regional Board member to help them accomplish their individual goals.
- Collaborate with your AZA counterpart to manage the President's Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set regional priorities and goals alongside Regional Staff and meet regularly with staff to prepare for board meetings and collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Represent the region to the local community, all partner agencies, the International Order and the BBYO Ontario Board of Directors.
- Prepare an agenda and compile any legislation for each Regional Business Meeting and Regional Board Meeting and preside as chair at all meetings.
- Attend August Executives Conference, August 14-18, 2024, and February Executives Conference and International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.
- Attend Board of Directors meetings held bi-monthly and present a progress report at each meeting.
- Serve as an ex-officio member of all Regional Leadership Network committees and attend meetings of all committees as scheduled throughout the year.
- Serve as coordinator for Fall & Spring Executive Workshops.
- Facilitate the annual regional election process by creating the BBG Elections Manual, promoting elections, training prospective candidates, and chairing the election meeting.
- Present a State of the Region address at the end of the term.

### Regional S'ganit (Vice President of Programming):

- Coordinate regional programming initiatives, oversee the chapter program planning process and strengthen program excellence across the region while promoting programming in all of the Seven Folds as well as B'nai B'rith Girls Games (BBGG).
- Collaborate with your AZA counterpart to manage the S'ganim Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set priorities and goals alongside Regional Staff and meet regularly with staff to collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Serve as an ex-officio member of all program committees and attend meetings of those committees as scheduled throughout the year.
- Serve as BBG coordinator for Fall Kickoff and Spring Convention.
- Oversee selection of the Fall Convention BBG coordinator.
- Coordinate and chair the State of the Region ceremony at the end of the term.
- Assume the responsibilities of the Regional N'siah in her/their absence.
- Attend International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.

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## **Regional Morah (Vice President of Membership):**

- Coordinate recruitment, retention and education efforts including BBYO Connect and Grade 8 transition; guide and direct members in the registration process; educate new members on BBG and BBYO traditions and history and keep sisterhood and siblinghood strong in the region.
- Energize and train members on BBYO's recruitment model (MRIHA) and manage prospect lists.
- Collaborate with your AZA counterpart to manage the Morim Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set priorities and goals alongside Regional Staff and meet regularly with staff to collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Serve as BBG coordinator for all MIT, New Member, and Rush programming.
- Oversee big/little initiatives.
- Attend International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.

## **Regional Mazkirah (Vice President of Communication):**

- Coordinate communication within the region to make sure all members know about everything happening in the region and in the local community.
- Collaborate with your AZA counterpart to manage the Mazkirim Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set priorities and goals alongside Regional Staff and meet regularly with staff to collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Record minutes at Regional Business Meetings and Regional Board Meetings and promptly distribute them accordingly.
- Oversee the preparation and publication of a regional newsletter, newspaper and/or yearbook.
- Promote BBYO Summer Experiences within the region.
- Promote Globalization initiatives within the region.
- Serve as BBG coordinator for BBYO's Annual Lock-In.
- Attend International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.



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## **Regional Shlichah (Vice President of Jewish Heritage, Community Service, and Social Action):**

- Coordinate participation in BBOYO's Stand UP campaign through service, advocacy and philanthropy; educate the region on Jewish values, customs and holidays; and serve as the region's advocate for the international Speak UP campaign.
- Collaborate with your AZA counterpart to manage the Shlichim Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set regional priorities and goals alongside Regional Staff and meet regularly with staff to collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Manages the region's Global Shabbat programming and oversees chapter participation and planning.
- Serve as BBG coordinator for Holocaust Education programming and J-Serve.
- Promote and oversee chapter participation in ShinShinim programming.
- Attend International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.

## **Regional Gizborit (Vice President of Finance):**

- Coordinate everything finance-related in the region including overseeing regional funds, planning fundraisers including the fundraising component of BBOYO's Stand UP campaign and managing the region's contribution to the International Service Fund to support global Jewry.
- Collaborate with your AZA counterpart to manage the Gizborim Network by communicating, training counterparts, and providing resources, and help create a smooth transition from Fall to Spring chapter boards.
- Set regional priorities and goals alongside Regional Staff and meet regularly with staff to collaborate on projects.
- Visit each chapter at least once per semester to connect with members, promote regional priorities, and support programming.
- Oversee the regional budgeting process and allocation of any regional grants.
- Serve as BBG coordinator for Giving BBOYO Day.
- Attend International Convention, February 12-17, 2025 in Denver CO, and serve as a voting delegate at International Elections if applicable.

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## ELECTION PROCEDURES

### Vision Statements & Candidate Videos

Your Statements and Video will be published on our Regional Elections website ([bbyo.ca/elections](http://bbyo.ca/elections)) approximately five days before Spring Convention. As a reminder, the Caucus policy remains in effect during this time.

### Speech Guidelines

Each candidate is given the opportunity to deliver a speech during elections. Speeches typically include qualifications, goals and aspirations, and new ideas. Speeches may not address the ideas or intentions of other candidates, or previous board members. Obscene language will not be permitted. It is highly recommended that candidates prepare a quality speech in advance and practice with family or friends. Keep in mind that if speeches go past the time limit, a candidate will be asked to stop and will be unable to finish their speech. Time allotment for Speeches is as follows:

- Regional N'siah: 7 minutes
- All Other Positions: 5 minutes
- A candidate that is sliding will have one minute to speak about qualifications only.

### Election Day

Elections will be held Sunday morning at Spring Convention, May 19, 2024. Leading up to elections you MUST be on your best behavior and not discuss your candidacy with anyone. Come dressed to impress, business attire is recommended.

- The election chair will ask "Will all those caucused for the high and honorable position of \_\_\_\_\_ please rise". They will ask this two more times and the third time you must be physically standing.
- The election chair will ask "Will all those sliding please rise." If you have slid over they will read your name off.
- Each candidate will be asked three times "If elected will you serve?" You must respond with something each time but the third time you must say "Yes." If you have changed your mind, you can say, "no."
- If you are in a contested election the election chair will have a randomized order of those who have caucused, and those sliding will be after the caucused candidates. Only one candidate will be in the room at a time.
- First you will pass out your platform (exactly as submitted) and have 30 seconds to explain it.
- Declared candidates will be asked a position-related question and have 1 minute to answer. Those sliding will not be answering questions.
- Next is your speech. You must bring your own printed copy of the speech that you submitted during the process. The election chair will ask you when you want your gavel raps and then the timer will start when you begin speaking. If you are not finished with your speech in time when the election chair gives the final gavel rap, you must go directly into your "submitted with undying love" statement.
- Voting will take place by ballot. To win an election, you must receive 50% of the vote plus one.
- Once all votes are collected, the election chair will leave to go count votes with staff and when they come back they will announce if we have been successful or not. If we have been successful the election chair will announce who has been elected. If we are not successful, we will go into a runoff.
- You must stay at elections the whole time, whether you have been successful or not.
- If you are caught having communication with other BBGs or Alephs during elections, your caucus will be revoked and you will be removed from elections.
- If you have any questions please reach out to Leah or staff privately. Don't ask questions to us in a group setting.

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## FINAL WORDS

My Sister and Sibling BBGs,

Thank you for your continued commitment to Lake Ontario Region. It's because of people like you, who believe in moving our region forward that we have such an amazing organization. It's important to remember that you are caucusing to serve the people of our region, and if at any time you feel that this may not be for you, we will always support your decision. We want what is best for you, and the region. Remember that regardless of what happens on election day, there will always be a place for you and your leadership in Lake Ontario Region! A position does not define you. Anyone passionate enough to run is a winner and can continue to serve. It is not about what titles you hold but the work you do that matters.

We want to remind you that serving on Regional Board is not the only way to move our Movement forward. The opportunities to be a leader in BBYO are endless — from chapter officers to convention coordinators, our Movement would not be what it is without each one of our members. Since 1924, most of the greatest achievements of AZA and BBG have taken place at the grassroots, and without a strong global network of thriving chapters, we would not be where we are today.

We'd also like to thank those who are just taking a look at this packet, as becoming an informed voter is important to make the best decision for yourself. Lake Ontario Region needs people like you.

We hope that every candidate will try their best, and give it their all. This is not an easy process, but you are capable of doing it. If you need any help, or need to talk things over do not hesitate to ask either of us, Simara or David. Good luck!

*L. Stein*

**Leah Stein**

44th Regional N'siah

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