

# **About Buckeye Girls State Government**

## ***General Information***

To get the most from the Buckeye Girls State Program, you need to participate. Select an office you feel you can serve well. If you are interested in a particular office, do some research before coming to BGS to find out all you can about the duties, function and responsibilities of that office. The Ohio Government Digest is available on the website ([www.buckeyegirlsstate.org](http://www.buckeyegirlsstate.org)) to assist you in your research. You might want to consult an official holding the office as part of your research. Take full advantage of the Monday Workshops to learn specific information about the office you seek. Once you have researched the office, campaign enthusiastically and, if elected, represent your fellow Citizens to the best of your abilities. Remember, they have entrusted their vote to you! If you should lose, you have still “won” for you have gained from those experiences and the election process.

Also, have alternative positions in mind. There are many, many appointed positions on all levels at Girls State so don't be discouraged if you don't get your first choice. There should be no one unemployed! Make the very most of this time. You will benefit now and far into the future!

Because our time is limited there are some areas where we have had to make decisions for you but we attempt to adhere to Ohio laws and processes as closely as possible.

## ***Political Parties***

Although you will select your own party affiliation in your private life when you turn 18, at Buckeye Girls State you will be assigned to a political party. There are two parties – Federalists (blue lanyards) and Nationalists (gold lanyards). Once you are assigned to a party however, you will create your own party platform. You will be among the approximately 900 girls attending the program.

## ***Cities and Counties***

At registration, you will be assigned to a City. There are 20 Cities named for famous Ohio women. Each City has a City Government Advisor and a City Counselor.

Your City is part of a County. The four Counties are named for living Past State Presidents of the Ohio American Legion Auxiliary. Each County has a County Government Advisor.

## ***The Election Process***

City Elections are held within your City. Primary and General Elections are held in four computer labs around campus and determine the officials on the County and State levels. Each City will elect two Central Committeemen (one for each party) whose duties include:

1. Foster and instill party loyalty.
2. Make certain her party has candidates for City Offices.
3. Promote candidates for County and State Offices, and work for their election.
4. Take an active role during County & State Caucuses, Rallies and Debates.
5. Participate in platform development.

Your City Central Committeeman, along with her counterpart in the opposing party and their City Government Advisors, serve as the Precinct Election Officials and will assist in the Primary and General Elections. She must also hold an appointive position after these duties are completed. She, along with her counterpart and Advisor, will be responsible for preparing the ballot used in the election of the City Officials.

Each party will elect a County Board of Elections official within their City to assist with the Primary and General Elections, petition filing, etc. She too, must hold an appointive position after these duties are completed.

Declaration of Candidacy and Petitions must be signed by not less than four (4) nor more than eight (8) electors of the same party in the same County. Please note that All BGS Staff Members are considered a Notary Public when it is necessary for you to have papers signed. As in real life a filing fee is required; however, at BGS you'll receive BGS checks to cover any government functioning expense.

<b>To become a candidate for:</b>	<b>You:</b>
County Office	Should be nominated through the <u>County Caucus</u> of your political party. Candidates must file a Declaration of Candidacy and a Petition for the <u>Primary Election</u> (along with the required BGS filing fee) at the designated place and time listed in the Daily Program.
State Offices	Should be nominated through the <u>State Caucus</u> of your political party. Candidates must file a Declaration of Candidacy and a Petition for the <u>Primary Election</u> (along with the required BGS filing fee) at the designated place and time listed in the Daily Program.
Senators and Representatives	Must be elected from a <u>Congressional District</u> . The County is considered a Congressional District. This means you must file a Declaration of Candidacy and a Petition (plus a BGS filing fee) for the <u>Primary Election</u> .
Judges	Must run on their party affiliation in the <u>Primary Election</u> , filing a Declaration of Candidacy and a Petition (plus a BGS filing fee). These offices become non-partisan (no party affiliation is listed) in the <u>General Election</u> .
State Board of Education	Must be elected from each <u>State School Board District</u> (each City is considered a State School Board District). This means you must file a Nominating Petition and Declaration of Candidacy at the time and place designated in the Daily Program. Your name will appear as non-partisan (no party affiliation listed) in the <u>City General Election</u> .

# Government Positions Available

<b>BGS Elected Positions Available</b>			
	<b>City Officials</b>	<b>County Officials</b>	<b>State Officials</b>
1	Federalist Central Committeeman	County Commissioner (3)	Governor
2	Nationalist Central Committeeman	Sheriff	Lt. Governor
3	Federalist County Board of Elections Official	Auditor	Secretary of State
4	Nationalist County Board of Elections Official	Treasurer	Attorney General *
5	Mayor	Prosecuting Attorney *	Auditor of State
6	Auditor	Engineer	Treasurer of State
7	Treasurer	Recorder	Supreme Court Chief Justice *
8	Director of Law *	Coroner	Supreme Court Associate Justice (6) *
9	Municipal Judge *	Judge of Court of Common Pleas *	Court of Appeals Judge (3) *
10	City Council Members (5)	Clerk of Court of Common Pleas	
11	City School Board Members (5)		Senators (5) -county-wide election
12	State Board of Education Member		Representatives (9) –county-wide election
<b>(See below for job descriptions and duties)</b>			
<b>Election Notes</b>			
<p>* Must take and pass the Bar Exam to be eligible for these positions. The Bar Exam is an open book exam based on the Ohio Government Digest which is available on the BGS website. The Digest in book form is provided for your use at the Bar Exam.</p>			
<p>The five members of the City Board of Education and the Municipal Judge will be considered non-partisan on the ballot.</p>			
<p>President of Council is the candidate who receives the highest number of votes in the election. The President of the City School Board is elected by the members of the board.</p>			
<p>All Judges and Clerk of Courts of Common Pleas are considered partisan in the Primary Election and non-partisan (no party affiliation) in the General Election</p>			
<p>The Governor and Lt. Governor will run as a team, which is determined at the State Party Caucus.</p>			
<p>For convenience, each City is an <u>Election Precinct</u> and a <u>Local and State School District</u> and each County are a <u>State Senatorial</u> and <u>Representative District</u>.</p>			
<p>Only official signatures will be valid on official papers (signature under which you are registered at BGS).</p>			
<p>No person may file for <u>or</u> hold more than one elective office. No election official may file a petition</p>			
<p>If you are running for a County Office or a countywide election, you should campaign in all cities located within your county. State Board of Education candidates need only campaign in their city.</p>			
<p>Government functions take precedent over all other activities – so plan accordingly.</p>			

## Declaration of Candidacy and Petitions

All candidates for County or State level offices must secure, circulate and file a Petition according to the schedule listed in the Daily Program

Petitions must be signed by not less than four (4) nor more than eight (8) electors.

Signatures of electors shall be the same Political Party as the candidate except with Judges and State Board of Education petitions where electors irrespective of party may sign.

State Board of Education candidates must secure electors within their city.

The “County Seat” is the first named city in the Daily Program.

Here are some of the appointed positions that are available at Buckeye Girls State:

### BGS Appointed Positions Available

City Officials	County Officials	Executive Branch
Recreation Commissioner	Deputy Sheriff	<b>Governor/Lt. Governor’s Office</b>
Director of Public Service	Clerks	- Deputy Chief of Staff
Director of Public Safety	Assistants	- Director of Communications
Police Chief		- Press Secretary
Fire Chief		- Director of Legislative Affairs
Engineer		- Senior Policy Advisor
Clerk of Council		- Administrative Assistants
City Reporter		Cabinet Appointments
		Various Personnel for State Officials
		<b>Judicial Branch:</b> (must pass Bar Exam)
		Bailiffs
		Clerks
		Court Administrator
		<b>Legislative Branch:</b>
		Legislative Service Commission-15
		Clerks (House-7, Senate-7)
		Sergeant at Arms (4)
		Pages (8)
		Chaplain (2)
<p>NOTE: Cabinet appointments vary from year to year. Interested individuals will need to check with their Government Advisor at BGS for a current list of appointments available.</p>		

## Campaign Regulations

All candidates for office must adhere to the following campaign regulations. All campaigning must be done verbally. No campaign materials will be permitted anywhere on campus or posted on social media. Any violation may result in removal from the ballot and/or removal from office. Voters may write down the names of candidates to take with them to the polling stations.

Every candidate for elective office, including those candidates who were not elected, must file a Campaign Finance Statement with the Secretary of State's office.

### *Summary*

Again, please come prepared to make the most of this experience. While some positions may be more visible than others, the government as a whole could not run without the contributions of each and every citizen of Buckeye Girls State.

### *Job Descriptions and Duties*

#### *City Officials*

City Central Committeemen and Board of Elections – See Page B-1 (bottom) and B-2 (top) for job descriptions and duties.

City Mayor – The Mayor is the Chief Executive of the city and has the duty to manage the affairs of the city by directions to the several Department Heads. She may make recommendations to the City Council concerning legislation. The Mayor has the power to appoint the Directors of Public Service and Safety and the Board of Health. The Mayor shall supervise all activities of all municipal departments.

City Auditor – The City Auditor is an elected official whose duties are to keep the books and financial records of the city. She must sign all warrants to pay bills of the city drawn on the City Treasurer who must pay them. The City Auditor consults with each department to obtain an estimate the amount of operating money needed after adjustments for one year and prepares the Municipal Budget.

City Treasurer – The City Treasurer is an elected official and has responsibility for deposit and care of all monies belonging to the city and also the recipient for monies due directly to the city. She shall pay out such money only upon warrants issued from time to time by the City Auditor.

Director of Law – The Director of Law is an elected official and is the legal advisor to the Mayor, the Council and other municipal officials and prepares contracts and other instruments concerning the city and must prosecute or defend all lawsuits in which the city is a party.

Municipal Judge – The Municipal Court has criminal jurisdiction over all misdemeanors. The court may conduct preliminary hearings of those accused of committing a felony within the municipality. The Municipal Court has original jurisdiction only in those civil cases where the amount claimed does not exceed \$15,000.

City Council – The City Council is the legislative branch of city government and introduces and passes “bills” called ordinances. The members of council elect one of their numbers as president. The President of Council may appoint a number of standing committees with reference to such subjects as: Finance, Safety, Service, Zoning, Utilities, etc.

City School Board – The local school district is administered by a five-member board and has a local superintendent and treasurer. This board employs teachers, builds buildings, levies taxes and establishes rules and regulations for operation of schools within its district.

State Board of Education – The State Board of Education is the elected policy making agency for the schools of Ohio. The State Board of Education sets educational policies; exercises leadership; administers regulatory and service functions by setting standards; allocates and distributes state foundation money and state and Federal grant funds; grants certification for teachers, principals, superintendents and treasurers; inspects schools; sets regulations for sale and purchase of textbooks; upon request, inspects adherence to minimum standards for instructional programs, personnel, building, and transportation; and provides technical, consultative, and advisory assistance.

### ***County Officials***

County Commissioners – Three County Commissioners are elected. These principal executive officers of the county are business representatives of the county and are called its guardians in the sense that they are responsible for financial matters, making all contracts and transacting business generally. County Commissioners controls county property and corporate business, exercises financial rights, makes police regulations and has full charge of all county affairs except those specifically given to other offices. They are the taxing authority of the county and must adopt the county budget and allocate monies among other elected officials and other county departments. They have exclusive control of the county highways and of the proper sanitary measures to safeguard the health of the people of the county.

County Auditor – The County Auditor is the fiscal officer of the county and the agent of the people. The Auditor is required to keep an accurate account current with the Treasurer of the county. An important duty of the Auditor is to appraise real estate for tax purposes, maintain real estate records and keep records of lands and buildings.

Prosecuting Attorney – The Prosecuting Attorney of the county represents the state in all legal matters in which the state is concerned that arise in that county, including representing the registrar in motor-vehicle point system violations. She presents all cases of probable crime to the Grand Jury and if such “presentment” results in indictment, it is her duty to proceed promptly to prosecute the defendants in the Court of Common Pleas. She acts legal advisor to all county officers and acts as counsel in the case of a suit for or against such officer.

Sheriff – The Sheriff is the chief law enforcement officer of the county. She may appoint one or more Deputy Sheriffs in accordance with the volume of work and must keep the office at the county seat. It is the duty of the Sheriff to preserve the public peace within the territorial limits of the county and to cause persons guilty of such breach of peace to appear in the proper court in answer such charges. She is charged with the safekeeping of the county jail and the custody of the prisoners. The Sheriff serves all summons for parties in law suits and other processes and makes arrests in both civil and criminal actions.

County Recorder – The County Recorder makes a complete record of deeds and other legal instruments authorized by law such as powers of attorney, records of mortgages, of plats and maps, and of leases and land contracts.

County Treasurer – The County Treasurer is the officer in charge of the money belonging to the county and is charged with the annual collection and custody of this public money. The Treasurer must make a daily statement to the Auditor showing the amount of taxes received and credited to the various funds, total amounts paid out and the balance of the treasury. The Treasurer is the investment officer for all county funds.

Judge of the Court of Common Pleas – The Common Pleas Court has jurisdiction in motor-vehicle violations, other misdemeanors and all other actions. This court has jurisdiction throughout the county of all territory not under a municipal court. The Judge presides over all actions brought before the Court of Common Pleas.

Clerk of the Court of Common Pleas – The Clerk has complete charge of the records of all lawsuits arising in that court. The clerk is charged with the safekeeping of all papers delivered to the office in every action or proceeding.

County Engineer – The County Engineer has charge of the construction, maintenance, and repair of all bridges and highways within the county which are under the jurisdiction of the County Commissioners. The Engineer prepares tax maps for the County Auditor.

Coroner – The Coroner's duty is to investigate all violent deaths whether accidental or intentional. Most of the work is determining the cause of death in case of murder or manslaughter, or of any person not attended by a physician; makes a record of findings and files this with the Clerk of Courts.

Board of Elections – The Board of Elections provides booths and all types of voting equipment including ballot boxes, books, maps, and all other papers and forms in connection with elections; shall provide for the registration of electors and count the votes.