

RUNNING FOR OFFICE



Future Business Leaders of America

Missouri State Officer Candidate Guide

STATE OFFICER CANDIDATE
Application with Attachments

RECEIPT DEADLINE: MARCH 09

MAIL TO:

Christina Hess, FBLA STATE ADVISER
DEPARTMENT OF ELEMENTARY
& SECONDARY EDUCATION
P.O. BOX 480
JEFFERSON CITY, MO 65102

Dear Prospective State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office.

This guide will provide you with essential information that you will need to know to become a state officer. The experience of running for state office is challenging and exciting, but not always easy. To be in the campaign arena with other state officer candidates, you must have determination, commitment, be well prepared, and be willing to make a great effort.

Once in that arena, the next challenge is to get elected. You need to persuade the voting delegates at the State Leadership Conference (SLC) that you are the one for the job! A state office is earned on merit and political astuteness, not on the amount of campaign money spent or by the volume of give away items used. The competition will be fierce. Other candidates will be equally determined, committed and prepared, but only one will be elected to each position. It is the democratic system, and it works!

Preparing, campaigning, caucusing, appropriate attire, speaking--all come together to form a learning experience you will use for the rest of your life. Campaigning gets in your blood and you may find yourself running for office again in your school, profession, association, or government. In other words, the experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer alone. You need the support and encouragement of many people.

*Your parents, school administrators, and especially your FBLA adviser need to be informed and support your effort. State officers and their local advisers attend several conferences and workshops, and should plan on missing 5 to 10 days of school during their term of office.

*Your local adviser approves and signs your application for state office and serves as your coach and guide through the entire process. Your adviser is also your link to the FBLA-PBL state adviser.

*Your local president and other local officers need to support your candidacy and rally behind your campaign.

*Your campaign manager is selected by you to help plan your election campaign. This person may introduce you at a general session of the SLC if you become a candidate, but it is not required.

Earning a place with other state officer candidates is challenging, but you can make it if you try!

By the way...it is fun! Good luck and remember the application RECEIPT deadline is **March 09!**

FBLA State Adviser

QUALIFICATIONS FOR STATE OFFICE

Missouri State Chapter Handbook
FBLA Bylaws
Article VI, Section 1 & 2, Officers

Section 1. (a) Officers of the FBLA Division consist of a president, vice president, secretary, treasurer, reporter, parliamentarian and other officers as are necessary.

(b) The term for elected officers will extend to the end of the FBLA fiscal year, June 30, corresponding with the school year for which they were elected.

Section 2. Qualifications for an officer position are: must be an active member [as defined in the Bylaws, ARTICLE II, Section 2, a. (1)]; have endorsement of the local chapter; be recommended by the local chapter adviser; have at least one full year remaining in high school; be knowledgeable about parliamentary procedure; have completed at least the Future level of the Business Achievement Awards; and file an official application with the FBLA Division's adviser before the FBLA Division's Leadership Conference in accordance with the officer candidate application guidelines.

NOTE: FBLA Candidates for State Office must have paid state dues by the dues postmark deadline of February 15.

DUTIES OF STATE OFFICERS

a. The president (1) serves as chairman of the FBLA Division's Executive Council; (2) calls meetings of the FBLA Division's Executive Council and the FBLA Division's Leadership Conference; (3) presides at council meetings and the business sessions of the state leadership conference; (4) appoints appropriately needed committees and committee chairmen; (5) maintains close and continuing communication with the state chapter adviser; (6) and performs duties for the promotion and development of local, district, state, and national FBLA.

b. The vice president (1) presides at meetings in the absence of the president; (2) assumes the duties of the presidency should that position become vacant; (3) organizes the officer candidates' briefing session; (4) oversees the campaign table setup; (5) organizes the officer candidate speaking session; (6) conducts the election of officers at the state leadership conference; (7) performs other duties directed by the president; (8) and participates in activities for the promotion and development of local, district, state, and national FBLA.

c. The secretary (1) performs duties common to the office; (2) records the minutes of the executive council meeting; (3) keeps an accurate record of any business brought before the voting delegates at the annual leadership conference; (4) presents the state chapter's annual report; (5) performs other duties directed by the president; (6) and participates in activities for the promotion and development of local, district, state, and national FBLA.

d. The treasurer (1) presents the state conference and state chapter financial reports to the executive council; (2) assists with state conference activities; (3) performs other duties directed by the president; (4) participates in activities for the promotion and development of local, district, state, and national FBLA which may include sales of the state t-shirt and/or state pin.

e. The reporter (1) prepares material to encourage local chapters to initiate press releases; (2) requests material from local chapters for the state newsletter; (3) arranges for the publication of as many issues of the state newsletter as allowed by the budget; (4) forwards state news to the national office; (5) updates and prepares material for FBLA On-line; (6) performs other duties directed by the president; (7) and participates in activities for the promotion and development of local, district, state, and national FBLA.

f. The parliamentarian (1) assists the president and vice president in the use of proper rules of order; (2) ensures that business is conducted properly at the FBLA Division's Executive Council meeting and other business meetings of FBLA; (3) uses Robert's Rules of Order, Newly Revised, as a guide for the decisions not otherwise outlined; (4) performs other duties assigned by the president; (5) and participates in activities for the promotion and development of local, state, and national FBLA.

GUIDELINES CAMPAIGN MATERIAL SCREENING

In the interest of conserving paper and minimizing trash, the following policy revision went into effect for the 2011 SLC. It will be enforced at the upcoming state leadership conference. **Please read the State Officer Candidate Activities starting on page C12 of the Missouri FBLA Handbook.**

Each officer candidate's informational campaign material will be limited to one 8 ½" x 11" inch sheet of paper. The informational material will be emailed in PDF format to the state adviser by April 1. Once screened, it will be posted for viewing by all chapters at the Missouri FBLA website.

www.missourifbla.org

The following guidelines should help to ensure uniform understanding of this policy:

Pre-conference

**The information sheet emailed to the state office should contain such information as qualifications for office, campaign platform, record of service, academic record, school activities, memberships and offices held, etc.

**Once approved, this same type of informational material may still be mailed in advance to local chapters within the candidates' district in promotion of the candidate. Statewide mailings are not allowed.

This type of informational material **MAY NOT BE HANDED OUT at the State Leadership Conference. Once all materials are screened for acceptable use, they will be posted for viewing at the Missouri FBLA website. (www.missourifbla.org)

Conference

Promotional favors may **not be handed out following the conclusion of the campaign speeches.

**Tags no larger than a standard size business card may be affixed to promotional favors noting the candidate's name, office and/or slogan.

Examples of "promotional favors" include prepackaged (by the manufacturer**) candy, beverages and other foodstuff, rulers, buttons, pins, erasers, pencils, pens, stickers, etc. No food or drink items may be homemade.

**Only two items may be given away at one time with other options available for substitution. In other words you may pass out two items at a time but have different items in reserve to be given away if you run out of something.

Business cards (2" x 4" or smaller**) will be allowed but may only be printed with the candidate's name, office, picture, and/or slogan.

**Hand-held posters and signs carried by the candidate's supporters in promotion of the candidate are allowed during campaigning, but may not be left on-site.

**T-shirts, hats, stickers and buttons worn in endorsement of a candidate are permitted only during campaigning and may not be worn or displayed at any other time.

**No more than five people may be at a candidate's campaign booth for setup and campaigning. (This includes candidate. One adviser ticket will be included in addition to the other five tickets.)

**No candidate may hand out any campaign material, candy or propaganda (no signs, t-shirts, stickers, buttons or business cards, etc.) outside the campaign area during the designated time.

**If you provide a drawing for a give-away item, the value of the item may be no more than \$25.
**No money may be given as a prize.

EVERYTHING YOU PLAN TO USE **IN ANY WAY** IN YOUR ELECTION CAMPAIGN,
INCLUDING:

- **CAMPAIGN SPEECH SCRIPT,
- **SIGNS,
- **BUSINESS CARDS,
- **T-SHIRTS,
- **PROMOTIONAL FAVORS
- **WRITTEN LYRICS TO ALL MUSIC PLAYED OR SUNG

MUST BE SCREENED.

ONE COPY OF YOUR SPEECH MUST BE LEFT WITH THE SCREENING COMMITTEE. ANY SIGNIFICANT VARIATION FROM YOUR APPROVED CAMPAIGN SPEECH SCRIPT WILL SUBJECT YOU TO DISQUALIFICATION.

ELECTIONS RULES AND REGULATIONS

Section 1. The officers of the FBLA Division are elected annually at the FBLA Division's Leadership Conference by a simple majority vote of the authorized voting delegates who are present from active local chapters in good standing with the state and national organization.

Section 2. In the event that the FBLA Division's Leadership Conference is not held, officers are to be elected by a simple majority of valid ballots returned from authorized voting delegates of chapters in good standing with the state and national organization.

Section 3. A tie in the vote for any office to determine the two general election candidates will result in a runoff vote to break the tie.

Section 4. After one runoff vote for the FBLA Division's offices of president, vice president, secretary, treasurer and reporter, the incoming council members and outgoing elected officers who are present are to cast one vote each to break the tie.

Section 5. The offices in the FBLA Division are filled in the following order when the election of the FBLA Division's officers is held at the FBLA Division's Leadership Conference: president, vice president, secretary, treasurer and reporter.

Section 6. No two state officers shall be elected from the same local chapter.

Section 7. Representation from each district on the FBLA Division's Executive Council is determined by active chapters within the district.

ADVISER INFORMATION

“Mentor” is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer’s local chapter adviser. From the moment a student considers running until his term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer’s term of service.

The adviser works closely with the officer’s state adviser and is kept fully informed of all aspects of the officer’s work.

The adviser helps the officer to accept these responsibilities:

**Acquire good basic knowledge* of the organization and be capable of discussing ideas and issues intelligently.

**Portray the proper image* when representing the organization. Wear appropriate business attire; use correct grammar, proper manners and etiquette, good attitude and PR skills in working with individual members and chapters; be a good listener.

**Prepare appropriate speeches* when asked to visit local, state, business and civic groups. Local advisers should review speech material, outlines, etc., and the officer should practice the speech before an appearance.

**Answer correspondence* and send “thank you” letters promptly. The local adviser should proofread all correspondence before mailing. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

As a state officer adviser:

**You are a member of the State Chapter Board of Directors.*

**You should contact the state adviser if you have questions.*

**You will accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials and employers if applicable.*

**You will attend the Officer Leadership Conference in August. This important meeting is used to formulate the officers’ responsibilities and program of work for the year and give advisers insight into their supporting role. State FBLA-PBL pays for the advisers’ (one per officer) room (half cost of double room) and meals during the meeting.*

(Adviser Information continued)

Be prepared to devote personal time to your state officer. Helping your officer to get organized is important. The officer must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. Secure the assistance of a good secretary--an FBLA member who will devote time and effort to you and your officer. All must pitch in during critical periods.

Be informed about state programs, priorities and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance.

Present a positive image of FBLA-PBL and its programs.

Take an active part in helping your officer reach personal and organizational goals.

Accompany the officer when travel is necessary. (FBLA-PBL, Inc., Board of Directors July 5, 1984: "...that all FBLA-PBL members under eighteen (18) years of age must be accompanied by or assigned to an adult chaperone in order to attend any FBLA sponsored functions.") Assist your officer in making travel plans.

EXPENSES

Funds are available from the state budget to cover reasonable travel, lodging and meal expenses for the state officer and adviser for the Leadership Training in August and for the January SLC Planning meeting.

A stipend of \$300 is paid for each state office to compensate for expenses of attending the NFLC and the NLC immediately following their election to office.

Necessary travel expenses are paid by the state chapter for the state president to attend and bring greetings at the opening session of MBEA at ACTE in July.

Lodging is provided by the state chapter for state officers at the SLC in April.

The state association will reimburse each officer up to \$100 for a blazer and/or other required clothing.

Reimbursed for mileage at the approved rate will be paid to the driver when officers travel to local chapters and districts to speak or install officers. Meal expenses will be reimbursed for the officer and adviser if food is not provided by the host chapter or district.

All other expenses incurred while in office are the responsibility of the local chapter, school district, or individual officer.

IF YOU ARE ELECTED

If you are elected, you will become a member of the state FBLA team responsible for implementing the policies and program of work of the state chapter.

Your role and that of the other members of the executive council will be to work within the budget, program of work and policies already established.

In that role, you and your adviser are expected to attend the following:

- *Institute for Leaders (IFL)
- *Summer National Leadership Conference
- *Officer Leadership Conference and Executive Council Meeting in August
- *National Fall Leadership Conference
- *January/February State Leadership Conference Planning Meeting/Legislative Day
- *Middle Level State Leadership Conference in March
- *April State Leadership Conference

Other activities as needed in order to accomplish the business of the organization.

The State FBLA President, in addition to the above, travels to the following:

July (1 day), ACTE Conference

While attending these conferences, you will be expected to perform the many duties assigned to your office. You will have a demanding schedule with little free time. Should you be unable to attend the required conferences, you will be subject to removal from office. If these constraints seem too demanding, you should seriously reconsider your decision to run for office.

*See separate enclosure for specific conference dates.

MISSOURI FBLA STATE CHAPTER OFFICER APPLICATION FORM
RECEIPT DEADLINE: MARCH 09

Each prospective candidate for an FBLA state office and his/her local chapter adviser should complete this form and mail it with the following to **Missouri FBLA State Adviser, P.O. Box 480, Jefferson City, MO 65102:**

- (1) a resume including qualifications for this office
- (2) proposed plans for term in office (not required for Parliamentarian)
- (3) a photograph (head and shoulders)
- (4) officer candidate **speech/skit** to voting delegates. A final copy of speech is required by March 09—no exceptions. (not required for Parliamentarian)
- (5) typed copy of lyrics to all songs played or sung
- (6) signed code of conduct
- (7) adviser's certification

Office Sought _____

Name _____
(First) (Middle) (Last)

Home Mailing Address _____
(Address) (City) (Zip Code)

Home Phone (____) _____

School _____

Mailing Address _____
(Address) (City) (Zip Code)

Number of Years in FBLA and Offices Held _____

Other School Offices Held _____

Offices Held in Community Activities _____

Present Class (this year): Freshman _____ Sophomore _____ Junior _____

Business Subjects in which you are currently enrolled or have completed:

Subject	Year	Subject	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you need electricity for a campaign booth? Yes _____ No _____

I have read and I am familiar with the information provided in this officer candidate guide and agree to abide by its terms should I be elected/appointed.

Signature of Candidate

CODE OF CONDUCT

1. State officers shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the FBLA-PBL association.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
3. State officers shall abide by the dress code.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. State officers shall treat all members equally.
7. State officers participating in FBLA-PBL assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or buildings will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to the state adviser.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
10. State officers shall not violate any state or federal laws.

As a state officer, I agree that I will abide by the above prescribed code of conduct.

Signature

Date

Please sign and return with application form.

**2012-2013
STATE OFFICER
REQUIRED ACTIVITIES
(Tentative Dates)**

June 28-29, 2012	Institute for Leaders San Antonio, TX
June 29-July 2, 2012	National Leadership Conference San Antonio, TX
July 29-31, 2012	Executive Council Meeting and Officer Leadership Conference Lake of the Ozarks, Missouri
November, 2012 (Dates TBA)	National Fall Leadership Conference
January/February, 2013 (two days TBA)	SLC Planning Meeting, ACTE Legislative Day/ Proclamation Signing Jefferson City, Missouri
April 20-23, 2013	State Leadership Conference Columbia, Missouri

NOTE: While attending these conferences, you will be expected to perform the many duties assigned to your office. You will have a demanding schedule with little free time. Should you be unable to attend the required conferences, you will be subject to removal from office. If these constraints seem too demanding, you should seriously reconsider your decision to run for office.

Please refer to page 9 for expenses/reimbursement for a state officer.

GUIDELINES FOR FBLA OFFICER CANDIDATES

Local chapters of FBLA are urged to recruit applicants for FBLA state offices. Applicants for FBLA state offices should be selected from local chapter members who have provided service and leadership in the FBLA activities at the local level. The procedure to follow is simple.

1. The local chapter sponsor who observes exceptional leadership qualities in a member should discuss with the member the possibility of being considered for a state office. If the member is interested, he/she should complete the State Chapter Officer Application.

2. The local chapter sponsor should certify the application in the place provided below. Then forward the application and the supporting items listed on application page 12, to the state adviser, in plenty of time to be received by March 09.

3. The sponsor and prospective applicant should be familiar with the general regulations that govern the nomination, election and duties of state officers. See Articles VI, VII, VIII in the state bylaws.

4. A prospective candidate may indicate a second choice of office in the event the number of applicants for the office of his/her first choice is overcrowded.

ADVISER'S CERTIFICATION

The credentials for _____, who is the choice of our chapter, are attached. To the best of my knowledge, he/she meets the qualifications for the office of State _____, and, if elected, will receive the enthusiastic support of the school, the chapter, and the sponsor in the execution of the duties of the office.

I understand it is my responsibility to guide my student throughout the entire campaign process making sure all campaign policies are followed. I will attend all campaign functions including officer campaign material screening and campaign setup.

Adviser's Signature _____

School _____
Mailing _____
Address _____

City _____ Zip _____

School Phone _____

Administrator's CERTIFICATION

The credentials for _____, who is the choice of our chapter, are attached. To the best of my knowledge, he/she meets the qualifications for the office of State _____, and, if elected, will receive the enthusiastic support of the school, the chapter, and the sponsor in the execution of the duties of the office.

I understand it is my responsibility to support the efforts of my student and his/her adviser throughout the campaign and then, if elected, throughout the term of office.

Principal/Superintendent's Signature(s):

School _____
Mailing _____
Address _____

City _____ Zip _____

School Phone _____
Email address: _____

CANDIDATES FOR STATE PARLIAMENTARIAN

Complete the Officer Application form according to guidelines 1, 3, 6, and 7 on page 12.

2012 State Leadership Conference

REQUIRED OFFICER CANDIDATE ACTIVITIES

Receipt deadline of Friday, March 09, 2012 for all application material. (Mail by the most appropriate method to insure on-time delivery.)

STATE OFFICER APPLICATION RECEIPT DEADLINE (All materials must be RECEIVED by this deadline or candidate will not be eligible.)

Sunday, April 22 2012

1:00-3:30 p.m. Campaign Material Screening and Officer Candidate Briefing
(Officer candidate and adviser must be present)

Monday, April 23, 2012

6:15-7:15 a.m. Campaign Booth Set up—Expo

7:15-7:30 a.m. Campaign Booth Review—Expo

7:30 -8:00 a.m. Campaign Booths open to Voting Delegates only—Expo

8:00 – 9:15 a.m. Campaign Booths open to all—Expo

9:15-9:45 a.m. Tear Down all Campaign Booths

10:15 – 11:30 a.m. Candidate Skits and Speeches--Expo

11:30 a.m.-1:00 p.m. Primary elections

3:00 p.m. Post top two candidates for each office, prior to
General Election

3:30-4:30 p.m. General Election

Tuesday, April 24, 2012

7:30-9:30 a.m. Officer Installation Rehearsal*

9:30 a.m.-12:00 Noon Officer Installation at General Session*

*All new state officers are required to be present for installation or forfeit the office (includes parliamentarian).

**STATE OFFICER CANDIDATE
CAMPAIGN SCREENING CHECKLIST**
(To Be Completed at the Time of Screening)

Name of Candidate

Office

_____ Are all items present that you will be using in your skit/speech and campaign?

SKIT/SPEECH

- _____ 1. Has your skit or speech changed from the original script that was sent to the state office?
- _____ 2. Does your speech use at least one minute of the skit time?
- _____ 3. Do you understand that no props from your skit or speech should be on the stage before or after your skit?
- _____ 4. Are all participants in your skit/speech wearing appropriate attire? (No bathing suits, short shorts, not too skimpy or revealing. Remember the rule of thumb is, if the apparel raises a question, wear something else.)
- _____ 5. Are props and items for the skit/speech appropriate and safe in nature? (No throwing of items during skit/speech.)
- _____ 6. Is your skit/speech professional?
 - _____ a. No reference to alcohol
 - _____ b. No reference to tobacco
 - _____ c. No reference to sex (including R rated movies, songs, etc.)
 - _____ d. No reference to special populations (special education, handicapped, etc.)
 - _____ e. No reference to violence (guns, knives, etc.)
 - _____ f. No live animals.
- _____ 7. Are lyrics to all music that is played or sung appropriate? (Typed lyrics must be submitted)

CAMPAIGN BOOTH

- _____ 1. Are all candy, beverages and foodstuff prepackaged by the manufacturer? (List all items.)

_____	_____
_____	_____
_____	_____

