



2012 National Elections Step-by-Step Guide

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What is the National Executive Council?

The National Executive Council consists of 10 elected members who primarily serve as liaisons to the FCCLA membership population. In addition to being the youth governing body of the organization, the council aids in national program development, program implementation, and public relations. These ten officers are elected annually at the National Leadership Conference through the National Election Process.

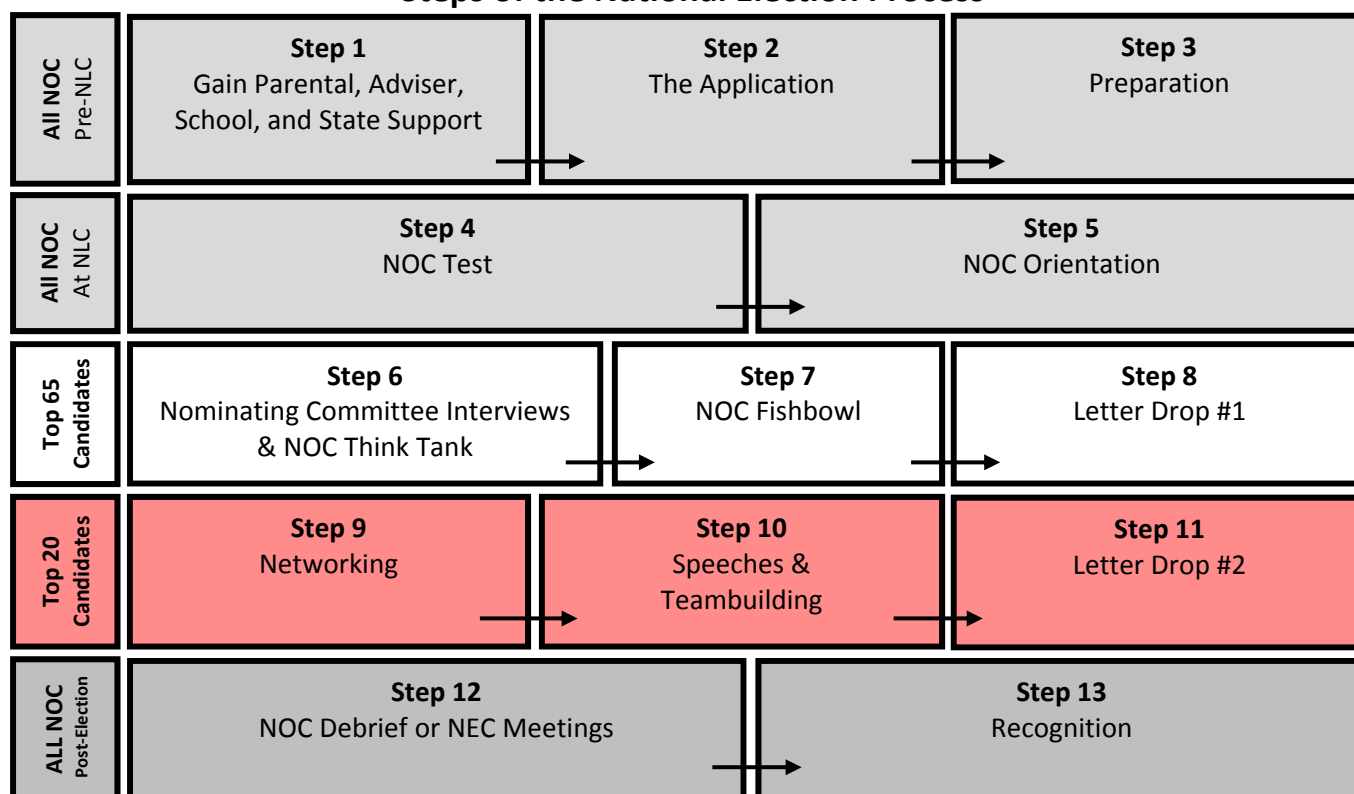
Offices of the National Executive Council

President	First Vice-President	Vice-President of Community Service	Vice-President of Competitive Events	Vice-President of Development
Vice-President of Finance	Vice-President of Membership	Vice-President of Parliamentary Law	Vice-President of Programs	Vice-President of Public Relations

Election Process Terminology:

- **Election Voting Delegate** – one voting delegate from each state who is designated to also vote in the National Executive Council election.
- **Leadership Training Team (LTT)** – FCCLA alumni who conduct leadership and officer training for the national organization and serve as an extension of national staff.
- **National Consultant Team (NCT)** – FCCLA chapter advisers who conduct adviser training for the national organization and serve as an extension of national staff.
- **National Executive Council (NEC)** – the ten FCCLA members elected as national officers.
- **National Executive Council Adviser (NECA)** – the local adviser to a National Executive Council member.
- **National Officer Candidate (NOC)** – an FCCLA member who is running for a national office.
- **National Officer Candidate Adviser (NOCA)** – the local adviser to a National Officer Candidate.
- **National Staff** – the individuals who work at FCCLA national headquarters to serve the national organization.
- **Nominating Committee** – a group of 12 FCCLA members (3 from each region selected by state advisers on an alphabetical rotation of states) who interview National Officer Candidates and select 20 to be voted on by the election voting delegates.
- **Voting Delegate** – FCCLA members who represent their state association in conducting the business of the national organization.

Steps of the National Election Process



Step 1: Gain Parental, Adviser, School, and State Support

Goal:

- Develop a strong support system for the election process and potential year as a member of the National Executive Council.

Why is this important?

Becoming a member of the National Executive Council will affect the day-to-day lives of many more people than just the officer. Family members may have to make several trips to the airport, teachers will likely have to prepare assignments ahead so officers can be successful even when they are not in the classroom every day, and chapter advisers assume national responsibilities that correlate to their student's office. It's very difficult for national officers to be successful without a team of people encouraging them in their endeavor, so the process should begin with a solid foundation of buy-in and support.

Process:

- Talk with parents, the chapter adviser, school administration, and state adviser about the opportunity to run for a national office. Candidates should explain why they are interested, how they believe they will benefit, and their plan for maintaining a good standing in their family, school, and community with the added responsibility. Go over the details of the election process and required NEC travel.
- Many states require National Officer Candidates to be nominated through a state process so make sure to understand what is needed to do to gain the support of the state association.

Step 2: The Application

Goals:

- Officially become a National Officer Candidate.
- Verify eligibility, proof of support, and provide contact information.
- Provide information on experience and qualifications.

Why is this important?

The NOC Application is the way members show their interest in national officer elections. It provides national staff with the information needed to ensure that candidates are eligible to run and allows them to include the member in the election process. Application materials also provide the Nominating Committee and election voting delegates with an introduction to the candidate through information about candidate's experience in FCCLA and other areas of their life and recommendations from those who know the candidate well. The application is a candidate's opportunity to show their ability to succeed in basic skills such as following directions and expression of ideas and opinions through writing. Nominating Committee members and election voting delegates will begin to form an opinion of each candidate, his/her qualification, and ability to serve the organization through the application materials.

Process:

- Candidates should review the application early so they know what is expected and can allow plenty of time to complete it in a high-quality manner. Many signatures and recommendations are required, so planning ahead will give everyone time to complete their portion of the application.
- Upon receiving support from the state association, each candidate will complete the online Intent to Run Form which informs national headquarters of the candidate and allows them to expect his/her application. The form must be submitted by May 1, 2012.
- Complete the application according to the directions provided. Review the document several times to ensure it has been done correctly and ask others to proof it as well.
- Compile all of the required recommendations, check for signatures, and make a copy of the entire application to keep.
- Mail the application to national headquarters. It must be postmarked by May 1, 2012 or it will not be accepted.

Step 3: Preparation

Goals:

- Ensure that candidates understand the expectations and required sessions of National Officer Candidates.
- Develop a speech that illustrates the candidate's personality, professionalism, and public speaking abilities.
- Acquire a comprehensive understanding of FCCLA's history, structure, and current opportunities.

Why is this important?

Preparation is the key for candidates to successfully complete the election process.

Process:

- The 2012 speech topic will be posted online in mid-February. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.
- The 2012 NOC Test study guide will be posted online in late May. Candidates may study the resources listed below prior to the study guide to get a head start. Become comfortable with information about FCCLA both for the test and as preparation for potentially becoming an officer.
- National Officer Candidates will receive correspondence via email from national headquarters from the day their application is received until the 2012 National Leadership Conference. It is very important that candidates read all information sent and share it with their advisers. The information will give instructions on what candidates need to bring to the conference and do prior to arrival. Make sure to follow these instructions carefully.
- An orientation webinar will be held in early June for candidates to receive information about the election process and have an opportunity to ask questions.
- Direct questions to the chapter adviser, state adviser, or national headquarters. Understanding the details and feeling prepared will help candidates do their best during the election process.

FCCLA Resources for NOC Test

- *2011-2012 Membership Kit*
- *FCCLA...The Handbook to Ultimate Leadership*
- *FCCLA. . .What's It All About DVD*
- *FCCLA...The Ultimate Officer Handbook & Training Manual*
- *FCCLA National Program Materials*
- *FCCLA At-A-Glance*
- *FCCLA Media Kit*
- *The Guide to Promoting FCCLA*
- *Teen Times*
- *2012-2013 National Executive Council/Adviser Handbook*
- *2012 National Elections Step-by-Step Guide*
- *2011-2012 NEC Program of Work*
- *2015 National Strategic Scenario*
- *National Leadership Conference Releases*
- www.fcclainc.org

What NOC Wear at NLC

Saturday, July 7

Red, White, or Black Polo Shirt
(*may be plain or have FCCLA logo and/or national, state, or chapter writing*)
& Black or Khaki Pants or Skirt

Sunday, July 8

Red, White, or Black Polo Shirt
& Black or Khaki Pants or Skirt

Monday, July 9

Business Professional
(*at the candidate's discretion*)

Tuesday, July 10

FCCLA Official Uniform

Wednesday, July 11

FCCLA Official Uniform &
White Dress/Black Suit or Tux

Thursday, July 12

On Your Own

"As soon as you are selected to be your state's National Officer Candidate, do a little bit of studying every day. Just taking 10 minutes daily will help you be way more comfortable when July comes around."

Kristy Paquette, 2011-2012 VP of Public Relations

Step 4: NOC Test

When: Saturday, July 7, 9:00-10:00 a.m.

Who will be there: NOC, Proctor

Goals:

- Discover how much candidates know about the organization.
- Narrow the pool of candidates down to the 65 individuals who are most qualified, if necessary.

Why is this important?

National Executive Council members represent the organization to many groups of people from members and advisers to potential partners and policy makers. This responsibility requires a comprehensive knowledge of the organization and the Nominating Committee and voting delegates need to understand how much each candidate knows as they make decisions about who will serve on the 2012-2013 National Executive Council. Logistically, the Nominating Committee has enough time and resources to interview up to 65 candidates.

Process:

- The test will be comprised of 50 questions about FCCLA. The questions may be true/false, multiple choice, fill-in-the-blank, or short answer.
- Candidates will sign in to the session and at 9:00 a.m. a proctor will give each candidate their test and a pencil. Candidates may leave the room after returning their completed test to the proctor.
- If a candidate has special needs for testing, they should contact national headquarters prior to the conference so accommodations can be made.
- If more than 65 candidates run for office, test scores will determine which 65 move on to Nominating Committee interviews.

Step 5: NOC Orientation

When: Saturday, July 7, 10:30 a.m. – 12:00 p.m.

Who will be there: NOC, NEC, National Staff

Goals:

- Meet the 2011-2012 National Executive Council and other 2012 National Officer Candidates.
- Celebrate the accomplishment of becoming a National Officer Candidate.
- Provide a final opportunity to ask questions about the process.
- Encourage candidates as they begin a stressful process.

Why is this important?

The onsite orientation is the last opportunity for candidates to ask questions about and become comfortable with the journey on which they are about to embark. A large part of the orientation will be devoted to developing relationships and encouraging candidates. All of the National Officer Candidates are exceptional leaders and whether or not they are elected their accomplishments deserve to be recognized. The election process is one that only a few people go through each year and it is an opportunity to form strong bonds with others who have similar interests and goals.

Process:

- Show up for the orientation and have fun!
- Receive onsite materials for National Officer Candidates.
- Ask any remaining questions about the election process and potentially becoming a member of the National Executive Council.

Step 6: Nominating Committee Interviews/NOC Think Tank

When:

- Interviews – Saturday, July 7, 1:00-9:00 p.m. & Sunday, July 8, 9:00 a.m.-3:00 p.m.
- Think Tank – Saturday, July 7, 1:00-3:00 p.m. & Sunday, July 8, 9:00-11:00 a.m.

Who will be there:

- Interviews – NOC, Nominating Committee, Immediate Past National President, National Staff, NECA
- Think Tank – NOC, NEC, National Staff

Goals:

- Nominating Committee –
 - Narrow the pool of candidates down to the twenty individuals who are most qualified.
- NOC Think Tank –
 - Keep candidates engaged in the election process during the time consuming interviews.
 - Provide an opportunity for candidates to work together to give input and ideas, learn about opportunities, and/or conduct an FCCLA related project.

Why is this important?

The Nominating Committee selects the twenty individuals they believe have the highest potential to best serve the organization over the next year so voting delegates may focus their attention on the top candidates. They do this by meeting each candidate individually. This is a time consuming process and will take two days. A portion of this down time for candidates will be utilized through the NOC Think Tank to help prepare candidates for decisions that need to be made by the incoming National Executive Council. Activities of the NOC Think Tank will vary from year-to-year based on the needs of the organization, but will always involve candidates working or thinking in a group setting. Candidates are not evaluated during the NOC Think Tank but it is a required election session.

Process:

- Nominating Committee –
 - The candidate is introduced to the Nominating Committee by a current National Executive Council Adviser.
 - The candidate has up to three minutes to deliver his/her speech. The speech will be timed when the candidate begins speaking. A one-minute warning will be given and the candidate will be stopped at three minutes.
 - Nominating Committee members will take turns asking questions. The candidate will be asked four questions. Three questions (2 situation and 1 personality) will be the same for all candidates. One question will be specific to the candidate's application.
 - Once all questions have been answered the candidate will be escorted out of the room by the same National Executive Council Adviser.
 - Nominating Committee members will spend a few minutes completing the appropriate section of the candidate's evaluation form before the next candidate is presented.
- NOC Think Tank –
 - On the opposite day of the candidate's interview (Saturday or Sunday), they will participate in the NOC Think Tank.
 - Show up and have fun working with other candidates.

"Personally, Nominating Committee was the easiest part of the election process. It's a smaller group, a lot more relaxed. It felt like I was telling a room of 20 people why I love FCCLA. I became friends with more than half of the Nominating Committee after nationals!"

Kelcie Sturgeon, 2011-2012 VP of Parliamentary Law

"Don't be nervous. Everyone sitting at that table wants you to do your best as well. Don't try to decipher what they're thinking. If they are smiling, straight faced or frantically taking down notes don't think they're judging you, because they're not. If you make eye contact, smile and shake their hands you will leave that room feeling relieved and excited!"

Jessie Pratt, 2011-2012 VP of Finance

Step 7: NOC Fishbowl

When: Sunday, July 8, 3:00-4:30 p.m.

Who will be there: NOC, Nominating Committee, Immediate Past National President, National Staff, NECA

Goals:

- Demonstrate the candidates' abilities to work in a group.
- Illustrate the candidates' teamwork styles.

Why is this important?

A major responsibility of the National Executive Council is working as part of a team to make decisions for the organization. Qualified candidates will possess qualities that make them an effective part of this process. Many styles are valuable and will help make a group successful. Nominating Committee members should look for a variety of qualities and styles that work together. By this point in the process, candidates should interact naturally so the Nominating Committee members have a good idea of how candidates would likely function on the National Executive Council, should they be elected.

Process:

- Candidates will be split into groups of approximately 10 people each.
- Each group of candidates will sit in a circle or U-shape in the front of the room and be given a task to complete together for up to twenty minutes.
- The Nominating Committee members will observe the group's interaction.
- The other candidates will be relaxing in a separate area.

"The Fishbowl is a very relaxed setting, and it really isn't as difficult as it sounds. But don't try to be someone that you aren't. The committee notices every little thing, if you aren't a very outspoken person but you do occasionally throw out great ideas, the committee will notice that and love you for your ability to think through everything all of the other candidates are saying."

Jessica Pope, 2011-2012 VP of Competitive Events

"Our group had a game plan of how we were going to respect each other during the activity, and I think that helped a lot. It was one activity that made me feel like I was really about to become part of the council."

Kristy Paquette, 2011-2012 VP of Public Relations

"Letter drops are stressful, but just remember to breathe. You are already part of the top leaders in our organization no matter what the letter says. Use your own discretion on how many people you want with you, but do try to not open it in front of other candidates. You will see lots of excitement from other candidates but also lots of tears."

Jessica Pope, 2011-2012 VP of Competitive Events

Step 8: Letter Drop #1

When: Sunday, July 8, 9:00 p.m.

Who will be there: NOC, NOC Supporters, National Staff

Goal:

- Inform candidates of those the Nominating Committee has selected to move on to the next phase of the election process.

Process:

- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has moved on to the next phase of the election process or not. If the candidate has moved on, their schedule for the next day will be enclosed.
- All envelopes will also contain a letter for the candidate's adviser.

Step 9: Networking

When: Monday, July 9, 8:00-10:00 a.m.

Who will be there: 20 NOC, All Voting Delegates, Leadership Training Team

Goals:

- Provide an opportunity for the voting delegates to personally meet each of the National Officer Candidates for whom they may be voting.
- Allow candidates to demonstrate their ability to meet new people and converse about the organization.

Why is this important?

National officers spend a large part of their year meeting new people, sharing their experience, and talking about FCCLA. This session helps voting delegates see candidates in this type of environment and allows them to personally get to know each individual. Allowing all voting delegates to attend helps states get a broader perspective of the candidates.

Process:

- Prior to the session, candidates will be given a checklist of state associations so they can keep track of those they have met and those whom they still need to find. The checklist will not be turned in; it is simply a tool to help candidates succeed in meeting all voting delegates.
- Voting delegates will be asked to stay with others from their state so candidates can ensure they've met everyone. The room will also be sectioned off into regions to help candidates find specific states, if needed.
- At the beginning of the session a moderator will welcome everyone and give any necessary instructions.
- Candidates will approach voting delegates, introduce themselves and converse with them for a few minutes. When the candidate feels like they have gotten to know the voting delegates, they will move on to new people.
- Every fifteen minutes, the facilitator will announce how much time has passed. This is not a cue to switch, but will help candidates keep track of the time so they can pace the networking session to spend as much time as possible with everyone they need to meet.
- Candidates may not solicit votes or hand out materials during the session.

"Here's the chance you get to interact with the voting delegates which is a HUGE opportunity!! Always stay true to yourself because we want to know YOU, not who you think you should be."

Hannah Wright, 2011-2012 VP of Membership

"Be yourself during the networking session. No one wants to hear a practiced speech. They want to hear why you love FCCLA from your heart. They want to see a real person who knows why they want to be a national officer. They want to see and hear someone who is confident in their words and actions."

Kelcie Sturgeon, 2011-2012 VP of Parliamentary Law

"Initiate the conversation by introducing yourself and shaking their hands and don't forget to make eye contact. Tell them why you want to be a national officer and what your goals are. The most important part to remember though is to be yourself. The voting delegates are looking for someone who is sincere and truly cares about FCCLA. Also try to pace your conversations. There are a lot of voting delegates and only so much time. It will be in your best interest to meet as many as possible"

Jessie Pratt, 2011-2012 VP of Finance

Step 10: Speeches/Teambuilding

When: Monday, July 9, 10:30 a.m.-12:00 p.m. & 1:30-3:00 p.m.

Who will be there:

- Speeches – 10 NOC , NEC, All Voting Delegates, Spectators
- Teambuilding – 10 NOC, Leadership Training Team

Goals:

- Speeches –
 - Demonstrate candidates' public speaking skills and ability to think on their feet.
 - Provide an opportunity for the general public to see the candidates.
- Teambuilding –
 - Allow candidates to get to know each other better and build relationships with one another.
 - Provide an activity for candidates while others are participating in the speech session.

Why is this important?

Members of the National Executive Council are required to speak in front of many people during their term and they must be comfortable with this responsibility as a candidate. Voting delegates will factor their ability to create and deliver a speech effectively for a large audience into their voting decision. Because the speeches will take approximately three hours to complete, the candidates will be split into two groups. This will help the voting delegates give as much attention to the candidates at the beginning of the day as they do to those in the middle and end. Since candidates are not allowed to see each other's speeches, the group not presenting will be participating in a teambuilding session with members of the Leadership Training Team. They will have a chance to get to know each other more, which will help the ten elected candidates in the following days as they select offices and make their first group decisions.

Process:

- Candidates will be split into two groups of ten candidates each (Groups A and B) and placed in an order for speeches by a random drawing conducted by national staff. This schedule will be included in the letter received on Sunday evening.
- Speeches –
 - The group will be introduced to the audience and then escorted to a holding room.
 - One at a time, the candidates will be escorted back to give their speech. Candidates will be introduced again and given a microphone. They will be timed from when they start speaking, given a one-minute warning, and asked to stop when they reach three minutes.
 - Following their speech they will be asked a situational question and candidates will give their response.
 - The candidate will be escorted to a different holding area where they will be able to relax.
 - Following the last speech of the group, the candidates will be brought back and reintroduced to the audience again.
 - The second group will be asked a situational question of a similar subject and difficulty, but not the same question.
- Teambuilding –
 - While one group is giving their speeches, the other will report to the teambuilding activity.
 - Show up, have fun, and get to know potential teammates!

"Speeches are a way for members and voting delegates to assess your speaking skills, stage presence, confidence, and personality. Make sure your speech is unique and memorable, just like you. Don't forget to have fun with it and be confident."

Ariana Lake, 2011-2012 First Vice President

"Most of you will be able to say your speeches in your sleep by the time you get to Orlando. If you breathe and don't psych yourself out, your speech will come out just like you prepared it."

Kristy Paquette, 2011-2012 VP of Public Relations

"Your speech is one of the most important parts of the election process, but it should also be one of the most enjoyable and memorable parts of your NOC experience. If you make a mistake, don't worry about it. People will like you for your confidence and professionalism."

Kaylen Larson, 2011-2012 President

Step 11: Letter Drop #2

When: Tuesday, July 10, 7:15 a.m.

Who will be there: NOC (and their choice of supporters), National Staff

Goal:

- Inform candidates of who is selected to serve on the 2012-2013 National Executive Council.

Process:

- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has been elected or not. If the candidate has been elected, they will be given instructions for the 2012-2013 NEC Meet & Greet at 8:00 a.m.
- All letters will also contain a letter for the candidate's adviser.

Step 12: NOC Debrief

When: Wednesday, July 11, 11:00 a.m. – 12:00 p.m.

Who will be there: NOC, NOCA, Facilitators

Goals:

- Constructively reflect on experience as a National Officer Candidate.
- Learn about opportunities to stay involved on the national level of the organization.

Why is this important?

FCCLA wants to make sure every National Officer Candidate can look back at the process and feel good about what they did. Candidates may have suggestions for changes in the way elections process/schedule that will help future candidates have a better experience. This information is incredibly valuable because very few people can provide it. In the same way that candidates will gain from thoughtful comments from Nominating Committee members and voting delegates, national staff appreciates candidates' insight on how they can improve the process. In addition, FCCLA truly values all of the National Officer Candidates, not just the ten who are elected. Every candidate is an important leader in the organization and FCCLA wants to provide opportunities for all candidates to stay involved in a way they would enjoy.

Process:

Candidates and their advisers will meet with facilitators in an interactive session where they will be able to offer feedback and give suggestions, as well as take away information that will help them determine the next steps in their FCCLA career.

Step 13: Recognition

Every single candidate deserves recognition for their accomplishments, whether they become a member of the 2012-2013 National Executive Council, or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. NOC should thank the many people who helped make the opportunity to be a National Officer Candidate possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. In July, candidates will have many experiences and they will be surprised by how much they have learned and grown since they started the journey as a National Officer Candidate. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.