



**WHO are 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.*

STEP-BY-STEP

# GUIDE TO NATIONAL ELECTION PROCESS

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Are you planning to run for National Office? Do you know the steps you need to follow in the election process? Are you a member planning on taking part in elections? FCCLA wants to guide you in the right direction. Follow this brief introduction to the people and processes involved in the National Executive Council Elections!

## \*\*OFFICES OF THE NEC\*\*

### LEARN ALL ABOUT THE

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The designation of each National Executive Council member's office is determined by the incoming National Executive Council. Therefore, members do not run for a specific office but are selected for that position. Offices include:

President	Vice-President of Membership
1st Vice President	Vice-President of Parliamentary Procedure
Vice-President of Community Service	Vice-President of Programs
Vice-President of Development	Vice-President of Public Relations
Vice-President of Finance	Vice-President of STAR Events

"Don't let the opportunity to become a National Officer slip by, it will simply be the greatest experience of your life. Seize the opportunity and never let go!"

**-Michael Izquierdo, 09-10 National Vice-President of Parliamentary Law**

"Being a member of the National Executive Council is truly the opportunity of a lifetime. You will meet hundreds of people that you will build connections with that will last for years to come. However, don't take anything for granted because before you know it time will have slipped by."

**-Alli Grant, 09-10 National Vice-President of Finance**

"Becoming a national officer in the most dynamic student-led organization in the world has been an incredible experience! I definitely encourage running for a position on the National Executive Council, and whether you are or are not one of the ten national officers, the entire ride is well worth the memories and experiences gained."

**-Christopher Brockhoft, 09-10 National President**

Just being a National Officer Candidate for FCCLA is a reward, but winning, is an even greater reward, and gives you the opportunity to impact your family and community.

**-Trenton Ray Brock, 09-10 First Vice-President**

"Running for national office gives members the opportunity to utilize all the skills and abilities FCCLA instills in them throughout the years. Becoming a National Officer Candidate was the best decision of my leadership career so far."

**Anna Lester, 09-10 Vice-President of Public Relations**

# MEMBERS INVOLVED IN THE ELECTION PROCESS

There are **four** main bodies involved in the election process:

## 1. NOMINATING COMMITTEE

- The major responsibilities of the nominating committee: to evaluate the at-large national officer applications, interview the candidates, and narrow the number of at-large candidates to **12**. Those 12 candidates would then be considered by the voting delegates.
- **Three** states from each region (on an alphabetical rotation within the region), may select a student representative to serve on the nominating committee, in accordance with the *Bylaws* (revised 2009).
- The past national president will serve as chair of this committee. The national leadership development manager will serve as election consultant.
- States that are eligible to select a student for the nominating committee are determined by national headquarters and provided to the state advisers.
- Members are required to attend an orientation meeting, the at-large candidates' interviews, and the 12 at-large candidates' speech sessions at the National Leadership Conference. If the committee member does not attend the orientation, he or she will not be eligible to serve on the nominating committee. Representatives on this committee must make the orientation and interview sessions a priority over events such as state pictures, tours, state meetings, STAR Events, etc.
- Nominating committee representatives should have knowledge of the qualities needed to be a national officer by reading the *Bylaws* (revised 2009) and the *National Executive Council/Adviser Handbook*. Nominating committee representatives must understand both the responsibility and honor of serving on the nominating committee. *Members in their junior or senior year are preferred.*
- Members must be nationally affiliated FCCLA members, familiar with the selection/election process, and have good interviewing skills.
- Members should not participate in STAR Events or other activities during the National Leadership Conference that would conflict with their responsibilities, including state pictures. Please note: if there is a conflict with other activities at the National Leadership Conference, please notify the leadership development manager prior to NLC.
- A special **orientation** will be held for all nominating committee members. The committee members will be mailed information regarding their roles and responsibilities prior to the National Leadership Conference. Keep in mind the nominating committee interviewing process requires an all-day time commitment.
- If a state cannot assume its role on the nominating committee, notification must be sent immediately to the leadership development manager at national headquarters. States must submit the National Officer At-Large Nominating Committee Representative Form online via [www.zoomerang.com](http://www.zoomerang.com) when their nominating committee members have been selected, by May 15. If your state does not meet the established deadline, national headquarters will assume your state is not participating and move to the next state.

## 2. VOTING DELEGATES

- The number of voting delegates each state has depends on the membership of that state as of May 31<sup>st</sup> of the conference year.
- Each state with national affiliation has one delegate, one additional delegate after the national affiliation of 1,000 members, one additional delegate for the next 1,000 members, and thereafter one additional delegate following the national affiliation of each 2,000 members.
- Voting delegates evaluate both the at-large and regional candidates as they are presented.
- Voting delegates may cast a vote for each of the six at-large candidates of their choice or up to two regional candidates in their respective region.

## VOTING DELEGATES, CONTINUED

- The at-large candidate from an occupational Family and Consumer Sciences class with the most votes, the at-large candidate from a comprehensive Family and Consumer Sciences class with the most votes, and the four remaining candidates with the highest number of votes, shall become the six national officers elected at-large.
- Voting delegates shall cast votes for two regional candidates of their choice. If there are more than two regional candidates on the ballot, the candidates receiving the highest number of votes will be elected to represent the region as a national officer.

### 3. CURRENT NATIONAL EXECUTIVE COUNCIL (NEC)

- Each member of the current NEC is allowed to vote for six at-large candidates and up to two (if numbers permit) regional candidates from his or her respective region.

### 4. ELECTION COMMITTEE

- Committee members are responsible for setting up, tabulating the results, and manning the election area. Members of this committee participate in an orientation session and the election after the Opening General Session.
- Committee members are selected on a rotation system. If your state cannot provide committee members, contact the leadership development manager at national headquarters immediately. If your state will be able to fulfill this role, please submit the Election Committee Form online via [www.zoomerang.com](http://www.zoomerang.com), by **May 15**. If your state does not submit the required form by the established deadline, national headquarters will assume your state is not participating and move on to the next state.
- States which are eligible to select a student for the election committee are determined by national headquarters and provided to the state advisers.

"Life is full of choices, and by running for FCCLA you have made a choice to become a leader and inspire others towards greatness! You have stepped forward and taken the challenge to become all that you can be! You will face tough times, have tons of fun, and make a million memories, but overall, you will experience a once in a lifetime opportunity!"

**-Leilani Mullins, 09-10  
National Vice-  
President of  
Membership**



Never give up on your dreams, they are always within your reach!

Always stay confident, it will make you feel better in the end!

Time will never rewind, live life to the fullest.

Introductions are important!

Optimism is key!

Never forget how you got here.

Answer questions to the best of your ability.

Leave this organization better than you found it!

**-Cali Crissup, 08-09 National Vice President of STAR Events**



"Becoming a national officer in one of the greatest organizations was a dream I had ever since I went to my first National Leadership Conference. Four years later, with lots of hard work, time, and dedication I am finally living my dream. As a national officer I have had the opportunity to make an impact on my school, community, state, and even the nation, one of the most rewarding experience I have had throughout this entire year. Meeting people from all across the nation and having the opportunity to make a difference in the organization is a few of the many experiences I will never forget long after my term of office is over. FCCLA is the ultimate leadership experience and I am blessed to have had the opportunity to experience it throughout my year as a national officer!"

**-Caroline Kirby, 09-10 National Vice-  
President of STAR Events**

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# ELECTION PROCESS

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## AT-LARGE CANDIDATES

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### National Officer Candidate Test

- Both at-large and regional National Officer Candidates are required to complete a multiple choice and fill in the blank test on FCCLA facts. This test will be administered prior to the National Officer Candidate Orientation. A study guide is provided on the FCCLA website.

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### National Officer Candidate Orientation

- Candidates will attend an orientation to receive information on the National Election Process for the week. Candidates will have the chance to ask questions about the election process as well as get to know one another.

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### Nominating Committee Orientation

**In attendance:** 12 nominating committee members, past national president, and the leadership development manager.

**Process:**

- Each committee member evaluates the summary and recommendation sheets of each at-large candidate.
- Each committee member submits two fact and two situational questions that they would like to ask the candidates at the at-large candidate interview and speeches on Sunday.
- The leadership development manager and past national president will review the questions and select one of each type to be asked the following day.
- A Fact question should consist of FCCLA information from the following resources: Chapter Handbook, *Teen Times*, releases, *At-A-Glance*, website, or national program materials.
- A Situational question should consist of potential situations that FCCLA members could find themselves in. It provides a way to see how the candidates think on their feet and respond verbally to issues impacting FCCLA.

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### Speeches and Interview

**In attendance:** 12 nominating committee members, past national president, leadership development manager, and 5 current National Executive Council Adviser members.

**Process:**

- The past national president serves as chairman of this meeting. He/she helps to evaluate the candidates, but is a non-voting member unless a tie occurs.
  - At-large candidates present three minute speeches to the nominating committee based on the speech topic provided to them through the FCCLA website.
  - Following the three minute speeches, the committee has five minutes to ask fact and situational questions that have been submitted at orientation the day before.
  - After interviews are completed, the committee votes, using Robert's Rules of Order, to narrow the number of at-large candidates to 12 .
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## **ELECTION PROCESS, CONTINUED**

### **Notification Letters and Public Speeches**

- At-large candidates receive their letters notifying them if they have been selected as one of the 12 at-large candidates on Monday morning in person.
  - The 12 selected at-large candidates present their three minute speeches at a meeting of the voting delegates, NEC, and spectators.
  - Following their speech, each candidate is asked one fact and one situational question determined by national FCCLA prior to the meeting.
- \*\*\* Candidates are placed in a holding room before and after their speech and interview.

### **Interviews**

**In attendance :** 2-3 NEC members, NEC Advisers, and regional voting delegates.

#### **Process:**

- Regional interviews are conducted by each of the four regions - Central, North-Atlantic, Pacific, and Southern on Sunday evening.
- In each regional interview, voting delegates are divided into groups. Each group is given a certain amount of time to interview each candidate. The number of groups and length of time depends on the number of candidates running within the specific region. The candidates rotate through each group.

### **Speeches and Interviews by Public**

**In attendance:** Voting delegates, NEC, and spectators.

- Regional candidates present three minute speeches based on the speech topic provided to them through the FCCLA website.
- Following their speech, each candidate is asked one fact and one situational question determined by national FCCLA prior to the meeting.
- Candidates are placed in a holding room before and after they present their speech and interview.

## **STATE MEETINGS & FINAL ELECTIONS**

1. Each state delegation meets to discuss which candidates their state will support.
2. Each voting delegate and state adviser receives a copy of the resumes, 3 letters of recommendation, evaluation form, and a sample ballot.
3. Voting occurs from 10:00 p.m. – 11:30 p.m., Monday night.
4. Each voting delegate votes for *six* at-large candidates and *two* candidates from their region (number of regional candidates permitting), providing a grand total of six at-large national officers and four regional national officers!

#### *State Selection of National Officer Candidates*

- The state adviser will choose candidates who possess the necessary skills and emotional maturity to serve as national officers.
  - State officers elected to serve as national officers will be expected to relinquish their state position.
  - States submitting National Officer Candidates will be announced on the FCCLA website in June.

"Being a national officer is a once-in-a-lifetime deal, literally, you can only be one once. So go for it and make the best of it! Put your passion, determination, and strength into it because being a national officer gives you the opportunity to influence others and shape the organization."

-Jessica Hagood, 09-10 National Vice-President of Community Service

# NATIONAL OFFICER CANDIDATES

## APPLICATION AND ELIGIBILITY:

- ★ Only nationally affiliated members can run for office.
- ★ National officer candidates must have paid their national membership dues by **March 1**.
- ★ To be eligible to run for national office, candidates must have a non-weighted grade point average of 3.0 for the previous 3 semesters. National headquarters may verify this information with school officials. **Note:** If the candidate's school does not use a non-weighted 4.0 scale, a school official must provide the converted grade point average on a 4.0 non-weighted scale on the candidate's transcript; and the official must sign the transcript where changes are made.
- ★ National officer candidate qualifications should be prepared by the state adviser in cooperation with the candidate and chapter adviser.
- ★ Use only the national officer candidate application located on the FCCLA website, *www.fcclainc.org*. The application must be typed using only the space provided. Do **not** alter or make any changes to the application. Application should be postmarked by **May 15**.
- ★ If a state is running two candidates, it will be necessary to submit two forms.
- ★ Proof of membership, official transcript with cumulative grade point average, two 4x6 or wallet size photos, resume, 3 letters of recommendation, 2 essays, parental transcript release agreement, consent and release form, code of conduct agreement, code of ethics agreement, and officer preference form must all be sent to national headquarters.
- ★ All applications must be postmarked by May 15. Extended deadlines may be requested through the leadership development manager in writing prior to the May 15 deadline. **Applications will not be accepted beyond the May 15<sup>th</sup> deadline unless an exten-**

National officer candidates can become better acquainted with FCCLA on the state and national level by reading and understand the following FCCLA resources:

- ✧ Be Part of It! Membership Campaign Materials
- ✧ *FCCLA At-A-Glance* (sent to each affiliated chapter in the fall)
- ✧ *FCCLA Chapter Handbook*
- ✧ *FCCLA...What's it All About DVD*
- ✧ FCCLA Information Sheets
- ✧ National FCCLA Program Materials
- ✧ *National Executive Council/Adviser Handbook*
- ✧ Release information regarding National Leadership Conference
- ✧ *Teen Times*
- ✧ *The Guide to Promoting FCCLA*
- ✧ *The Handbook to Ultimate Leadership*
- ✧ [www.fcclainc.org](http://www.fcclainc.org)

## RESPONSIBILITIES:

- ★ It is the responsibility of each national officer candidate to obtain a copy of the National Executive Council/Adviser Handbook, available on the national FCCLA website in February. It is the responsibility of each state adviser to verify that their national officer candidate(s) and respective adviser(s) have obtained a copy of the National Executive Council/Adviser Handbook.
- ★ National officer candidates will be mailed additional information regarding responsibilities following the application deadline. This includes a schedule, a letter detailing responsibilities, and installation scripts. Local and state advisers will receive a copy of the responsibilities letter as well.
- ★ It is important that candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA the top priority during their time in office.
- ★ National officer candidates and their parents should be made aware of the extent of their responsibilities and must read the entire handbook before running for office.
- ★ In particular, parents should be made aware that **National Executive Council members often travel without adult companions throughout the year**. If a school system does not permit a national officer to travel alone, the member should not run for national office. Advisers, parents, and school administrators should be advised of this policy.

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## RESPONSIBILITIES, CONTINUED

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- ★ National officer candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected National Executive Council President and the Vice-President of Finance. Members of the Board of Directors may be sued individually, although it is highly unlikely. When the member is a minor, the parent or guardian assumes the legal liability. Advisedly, the national organization carries liability insurance to cover Board members as individuals.

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### AT NATIONAL LEADERSHIP CONFERENCE:

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- ★ Prior to arrival at the National Leadership Conference, national officer candidates are expected to have all necessary forms complete and the appropriate portions of the installation memorized. NOC are also required to bring an official national FCCLA uniform from Huber Buchenroth, Bowden, or API to the meeting.
- ★ National officer candidates should not be assigned responsibilities by their states which will interfere with scheduled meetings for candidates. Therefore, candidates will not be able to participate in: STAR Events (unless they do not make it to the final round for at-large speeches and interviews on Monday), National Membership Network, National Connection Team, or State President Training; nor should they be assigned to serve as a session leader, host of a workshop, or participate as a presenter.
- ★ If **elected**, national officers are required to attend the following meetings: National Executive Council August Meeting, **Ultimate State Officer Academy (USA)**, National Cluster Meetings, National Executive Council/Board of Directors January Meeting, and the National Leadership Conference.
- ★ If **not elected**, national officer candidates are asked to attend a national officer candidate debrief to meet with select national staff and past national officer candidates for a Q & A, discuss the election process, and learn about opportunities for the coming year to stay involved. If the candidate is **not** elected, they can attend the sessions designated by the state adviser. Candidates who are **not** elected are strongly encouraged to attend the NOC Debrief and become part of the National Program Team.

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### Travel/Hotel Expenses

- ★ All expenses of the national officer candidate to attend the National Leadership Conference will be the responsibility of the candidate's state and/or chapter. The national organization **will not reimburse** any portion of the candidate's expenses.
- ★ To be eligible to run for national office, candidates are required to stay at one of the official National Leadership Conference hotels. National officer candidates not staying at one of the official hotels may not run for national office or be elected.

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### Cell Phone Policy

- ★ During national officer candidate elections at the National Leadership Conference, all national officer candidates are prohibited from using cellular devices (cell phones, PDAs, etc.) during any/all speeches.
- ★ If a national officer candidate is in violation of this policy, such violation must be reported to national FCCLA staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the Executive Director and current president and may lead to disqualification. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

## **Campaigning Policy**

- ★ Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate's name, including brochures and business cards, shall not be allowed by national officer candidates or their supporters.
- ★ If a member or state adviser of Family, Career and Community Leaders of America feels that a national officer candidate has violated this policy, such violation must be reported, in writing, to the headquarters room at the National Leadership Conference. A panel consisting of the immediate past president and immediate past vice-president of finance and the Chair of the Board of Directors will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the national officer candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.

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# **NATIONAL OFFICER CANDIDATE ADVISERS**

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National officer candidate advisers are the advisers to the local chapter where the officer attends school or the state adviser. National Executive Council Advisers are required by the *Bylaws* (revised 2009) to be teachers certified in Family and Consumer Sciences and/or related occupations, and a chapter or state adviser.

## **Roles and Responsibilities**

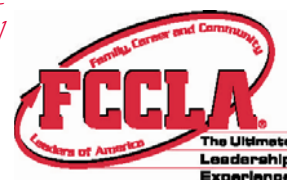
- ★ All national officer candidate advisers should refer to the *National Executive Council/Adviser Handbook* located on the national FCCLA website in the chapter adviser section. This resource provides detailed information about the roles and responsibilities of the officer's adviser. It is **important** for advisers to read this resource thoroughly and have a good understanding of the expectations of their role as an adviser to a national officer.

## **Travel and Meetings**

- ★ National officer candidate advisers are expected to attend an orientation meeting at the National Leadership Conference. During this orientation meeting and by mail, advisers will receive details about other National Leadership Conference activities they will be asked to attend. Advisers of elected officers will attend a luncheon and the National Executive Council Advisers meeting.
- ★ Advisers of students elected to serve as national officers will be expected to attend the National Executive Council Advisers (NECA) Meeting, held in Virginia in August. The primary objective of this meeting is to prepare advisers for their roles as National Executive Council Advisers (NECA) during the year and at the following National Leadership Conference.
- ★ The designated National Executive Council Adviser (NECA) must attend the August meeting. Substitutions at the meetings are not permitted unless arranged prior to elections.
- ★ National headquarters does not cover expenses for adviser travel to any other meetings the officer attends. If an officer is not permitted to travel alone, the school or state association will be responsible for covering the adviser's expenses. In addition, if an adviser substitution must be made at the National Leadership Conference, the school or state association will be responsible for covering the adviser's expenses. If this is a problem, the student should not make plans to run for a national officer position.

*FCCLA National officers are elected annually at the National Leadership Conference in accordance with the National Bylaws (revised 2009). Article VI, Section 1 through Section 8 of the current Bylaws states the National Officer Election process and responsibilities.*

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