State Officer Candidate Guide

2016-2017 Policies & Procedures Governing Wisconsin FBLA State Leadership Team

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Revised
October 2015

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Appendix A: Wisconsin FBLA Bylaws, 2012 Edition, Article VIII 14

FREQUENTLY USED ACRONYMS

CTE	Career & Technical Education	DPI	Department of Public Instruction
FLL	Fall Leadership Lab	NLC	National Leadership Conference
NFLC	National Fall Leadership Conference	RLC	Regional Leadership Conference
SLC	State Leadership Conference	WFeB	Wisconsin FBLA eBulletin
WFLC	Wisconsin Fall Leadership Conference		

Greetings from the Wisconsin State Adviser

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 and be well prepared.

Once in that arena, the next challenge is to get elected. You need to persuade the voting delegates at the Regional Leadership Conference (if you are running for a Regional Vice President position) or the State Leadership Conference for other offices that you are the one for the job! The competition will be fierce. Other candidates will be equally determined, committed and prepared, but only one will be elected to each position.

Preparing, campaigning, 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 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.

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!

David M. Thomas

Dave Thomas
FBLA State Adviser

Officer Procedures

The bylaws for Wisconsin FBLA state:

"The president, vice president, secretary, treasurer, and reporter shall be elected annually at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective RLCs by the local voting delegates in the respective regions and shall be installed at the State Leadership Conference."

"Appointment of Parliamentarian: The underclassperson scoring highest on the parliamentary procedure written objective test at state competition shall become the parliamentarian and shall be installed at the State Leadership Conference."

Only active members are eligible to hold state office (both state and national membership dues paid). Candidates must have at least one full year remaining in his/her secondary business program.

Candidate Application Process

REQUIRED FOR ALL POTENTIAL CANDIDATES

Regional Vice President Candidate Application *If a region does not have any regional vice presidential candidates, then there will be no RLC provided in that respective region	Each officer candidate must complete the nomination application form.	2nd Friday in December
Regional Vice President Brochures	Each candidate must prepare one campaign brochure. The candidate may use any color he/she wishes, but the size of the sheet must not exceed 8 ½" x 11". Both sides of the sheet may be used; however, the candidate is restricted to one sheet of paper. 1) Each candidate must submit one (1) copy of their campaign brochure to the State Office for approval. 2) Please provide one hundred (100) copies of the approved brochure to the RLC host school	1) 2nd Friday in January 2) 3rd Friday in January

Regional Vice President Letters of Recommendation	Due to scheduling difficulties, regional vice presidential candidates will not meet with an officer screening committee prior to RLC. However, to compensate for this, each regional vice presidential candidate must submit two (2) letters of recommendation with his/her application form and related materials. **One letter of recommendation must be written by a school official (principal, superintendent, administrator, etc.), and one must be written by the local chapter adviser**. Each must direct content to the following: • sincerity of the candidate • evidence of knowledge of FBLA • evidence of having the necessary time to fill the office successfully • personal commitment The State Office will review the letters and application materials and will notify candidates if all requirements have not been met.	2nd Friday in December
Regional Vice President Screening	Officer screening/interviews will be completed during the RLC. Times for this will be set by the regional host.	1st Saturday in February
Regional Vice President Officer Candidate Worksheet (same worksheet for all offices) Students should attempt to independently answer or research the answers to as many of the questions as possible; however, it is permissible to seek assistance from advisers or other resource persons. The worksheet should be completed as thoroughly as possible and answers may be found through any source. *Non-elected Regional Vice President Candidate State Officer Candidate Application*	Confirmation will be sent via email to the officer candidates and/or Advisers after application materials have been received by the State Office. The adviser should contact the State Office if a confirmation is not received within 2 business days. Resources available to complete the worksheet can be found in: • National FBLA Chapter Management Handbook • Wisconsin FBLA Executive Board Directory • Wisconsin FBLA Competitive Event Guidelines • Wisconsin FBLA Bylaws • Tomorrow's Business Leader. *For those students who were not elected to the Regional Vice President Position but would like to apply to be a State Officer, fill out the appropriate form.*	2nd Friday in January 1st Wednesday in March
State & National Officer Candidate Application	Each officer candidate must complete the nomination application form. Confirmation will be sent via email to the officer candidates and/or Advisers after application materials have been received by the State Office. The adviser should contact the State Office is a confirmation is not received within 2 business days.	2nd Friday in January
Officer Candidate Worksheet (same worksheet for all regional, state and national officer positions) Students should attempt to independently answer or research the answers to as many	Resources available to complete the worksheet can be found in: • National FBLA *Chapter Management Handbook* • Wisconsin FBLA Executive Board Directory • Wisconsin FBLA Competitive Event	1st Wednesday in March

of the questions as possible; however, it is permissible to seek assistance from advisers or other resource persons. The worksheet should be completed as thoroughly as possible and answers may be found through any source.	Guidelines • Wisconsin FBLA Bylaws • *Tomorrow's Business Leader*.	
State & National Officer Candidate Declaration	Applicants may have indicated multiple offices during the application process. The declaration process will identify which of the previous designated offices will be pursued.	1st Wednesday in March
State & National Officer Campaign Brochure (not required for Parliamentarian)	Each candidate must prepare one campaign brochure. The candidate may use any color he/she wishes, but the size of the sheet must not exceed 8 ½" x 11". Both sides of the sheet may be used; however, the candidate is restricted to one sheet of paper. 1) Each candidate must submit one (1) copy of their campaign brochure to the State Office for approval**.** 2) Each candidate must bring two (2) copies to candidate screening at RLC 3) Please provide four hundred forty (440) copies of the approved brochure to the state office	1) 2nd Friday in January 2) 1st Saturday in February 3) 1st Wednesday in March
State & National Officer Candidate Screening	An officer screening committee will meet with officer candidates at their respective RLC. Committee members will look for sincerity of the candidate, evidence of knowledge of FBLA, evidence of having the necessary time to fill the office successfully, and personal commitment. The candidate and the committee members will also look over campaign materials. Candidates are notified through e-mail as to the specific time they will be interviewed at the Regional Leadership Conference. Candidates for **state secretary** must have completed, or will complete, typing/keyboarding by the end of the current school year and possess the ability to take minutes according to *Robert's Rules of Order Newly Revised*. Candidates for **treasurer** must have completed, or will complete, one year of accounting instruction by the end of the school year of their nomination. The **state parliamentarian** will be the individual who scores highest on the parliamentary procedure written objective test at the SLC, and has indicated a willingness to serve by submitting the state officer candidate nomination application, worksheet, and declaration form.	1st Saturday in February *In years that a WFLC event is held, optional officer screening opportunities may be available.
If a student does not complete and return all required materials to the State Office by the designated date, the student may no longer be considered as an officer candidate.		

Campaigning

Regional vice president officer campaigns may officially begin at the time the first delegate assembly is adjourned at the RLC.

State officer campaigns at the SLC may officially begin upon arrival at the SLC. No campaigning is required for state parliamentarian.

Campaigning and/or campaign materials are **NOT** permitted prior to the conferences.

It is **ABSOLUTELY FORBIDDEN** to **distribute** any type of promotional (free or purchased) campaign products at the RLC or SLC. *This includes campaigning through digital platforms such as Social Media & Email.*

A candidate, his/her campaign manager, and/or the candidate's entire local chapter delegation may WEAR buttons, sashes, or other campaign items. Only the candidate's school may wear/carry campaign material or carry campaign signs. They may carry signs during the conference. The signs may include the candidate's picture, campaign slogan, etc.

Other than the campaign brochure, which are required by the State Office, no other handouts, brochures, or pass-out items are permitted. No individual campaign booths will be provided.

A forum will be provided for all officer candidates at the SLC with the voting delegates and the state officer candidates. This forum will last one half (½) hour. The time and room will be announced in the SLC Program. This forum represents an opportunity for all officer candidates to meet with voting delegates to answer questions (e.g., campaign platform, qualifications, FBLA experience, etc.) that may help them determine who to elect during the Voting Delegate Assembly.

The time allotted for speaking by the officer candidates at the opening general session cannot exceed a total of three (3) minutes. This time may be used for a speech by the candidate, a speech by the campaign manager, or a combination of the two. This rule applies for all state officers except state president. A total of five (5) minutes will be allowed for the presidential campaign speeches.

Election

Regional vice presidents will be elected by voting delegates at the RLCs and all other officers will be elected by voting delegates at the SLC. The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test at the SLC, and has indicated a willingness to serve by submitting the state officer candidate nomination application, worksheet, and declaration form.

The order of election at the SLC is president, vice president, secretary, treasurer, and reporter. For example, if a chapter nominates a candidate for president and a candidate for secretary and the president wins the election, the secretary candidate is automatically dropped from the list of candidates. No two state officers may be **elected** from the same local chapter.

The state parliamentarian, however, can be from the same local chapter as an elected state officer since this position is based on a written objective test placement at the SLC.

Current officers may campaign for a second term as a state officer. Officers may succeed themselves in the same office or seek a different state office.

All officers will be installed at the SLC. The term of the newly-elected officers begins at the close of the SLC and continues for one year or until their successors are elected or appointed.

It will be the responsibility of one adviser for each state officer to serve as a member of the state executive board. Their responsibilities are explained in the following section.

If a state officer's adviser resigns from teaching at the officer's school or for any other reason is unable to serve as the FBLA chapter adviser, and if no other business department or business-related faculty member is able to serve as the chapter's adviser, the state officer will be asked to resign from office. This ruling follows the bylaw's statement on chapter organization, specifically, "Each local chapter shall have an adviser who is teaching a business or business-related class."

Newly-elected state officers and their advisers are REQUIRED to participate in the state officer training workshop in summer.

Please see Wisconsin FBLA Bylaws for procedures applicable to vacancy in office, duties of officers, etc.

Support for State Officers and Their Advisers

FBLA state officers have specific expectations and responsibilities while they are in office. This list is not all inclusive. Financial reimbursement accompanies the responsibilities except where otherwise indicated. The following events require each State Officer and an Adviser to attend. Each State Executive Board Adviser will be provided a stipend through a Wisconsin FBLA personal service contract; however, in order to receive the full amount, the designated adviser or pre-approved attendee by State Adviser must attend and participate in the following:

2016-2017 Events	Dates	Location
CTSO Officer Training	June 12-15, 2016	Madison
IFL	June 28 -29, 2016	Atlanta
NLC	June 29-July 2, 2016	Atlanta
FLL	October 12-13-14, 2016	3 regional locations – only attend one event
WFLC/NFLC	November 3-5, 2016	Milwaukee
RLC Training Day	December 2, 2016	Madison
HS RLC	February 4, 2017	7 regional locations
CTSO Gov. Day	February 8-9, 2017	Madison
ML RLC	February 11 & 18, 2017	TBD – Assigned to Eastern or Western location based upon region (officer may attend with chaperone)
SLC	April 2-4, 2017	Appleton

This summary chart approved by the 2015-2016 State Executive Board will be referenced for all reimbursements:

Event	Approx. Month	Mileage Covered State Rate	Lodging	Meals set by State Office	Registration Fee Student	Officer - State Office Stipend	Officer - Foundation Stipend	Registration Fee Adviser (1)	Adviser - Meals set by State Office	Adviser - State Office Stipend (1)	Adviser - Foundation Stipend
CTSO Officer Training	June	yes	yes	yes	n/a	$100 clothing	n/a	n/a	yes	n/a	n/a
IFL	June	no	no	yes	yes	n/a	n/a	yes	no	n/a	n/a
NLC	June/July	no	no	no	yes	$250	$250	yes	no	n/a	n/a
FLL	October	no	no	no	yes	n/a	n/a	yes	no	n/a	n/a
WFLC/NFLC	November	no	no	no	yes	$150	n/a	yes	no	n/a	n/a
RLC Training Day	December	yes	yes	yes	n/a	n/a	n/a	n/a	yes	n/a	n/a
RLC	February	no	no	no	yes	n/a	n/a	yes	no	$1,000	n/a
CTSO Gov. Day	February	yes	yes	yes	n/a	n/a	n/a	n/a	yes	n/a	n/a
SLC	April	no	no	yes	yes	n/a	n/a	yes	no	$500	n/a

1. It is **required** that officers attend state officer training workshops in summer. Reimbursement will be provided for each state officer and one adviser. Round-trip mileage, selected overnight accommodations and any meals scheduled as part of the training session are reimbursed. Typically, accommodations are in dorms and meals are provided in residence halls—the state usually funds these projects and pays expenses.

2. It is **required** that officers attend all executive board meetings. The Fall Executive Board meeting is held at the National Fall Leadership Conference or equivalent state held conference. The Spring Executive Board meeting is held at the State Leadership Conference.

3. It is **required** that officers attend the National Leadership Conference at the beginning of their term. Officers will receive $250 to assist with travel costs – no other expenses are reimbursed. Officers may also receive a stipend from the Wisconsin FBLA-PBL Foundation, Inc. for attending the National Fall Leadership Conference (NFLC).

4. It is **required** that officers provide leadership in arranging, attending, and conducting the Fall Leadership Labs in two (or more) locations throughout Wisconsin. The state officer and one adviser are exempt from paying a registration fee for the Leadership Lab. No expenses are reimbursed for attending the location closest to your local school.

5. It is **required** that officers attend the annual National Fall Leadership Conference or equivalent state held conference. Officers will receive $150 to assist with travel costs – no other expenses are reimbursed.

6. Attend and/or organize Regional Leadership Conferences – no expenses are reimbursed.

7. Assist with the State Leadership Conference. The following responsibilities correspond to specific officers, advisers, AND chapters.

   President – **Awards Programs**, Reserved Seating Signs, SLC Membership Participation Recognition
   Vice President – March of Dimes, SLC Entertainment, SLC Registration, Future Fair Greeter/Host
   Reporter – Conference Music, Create PowerPoint Highlight Presentations
   Secretary/Treasurer – Signs for Sectionals/Workshops/Competitive Events
   Parliamentarian – Voting Session Signage, SLC Registration, Future Fair Greeter/Host

   (Each state officer may also have other duties as assigned.)
   State officer advisers are expected to accept additional responsibilities for the SLC and will receive stipends for their commitment to the Executive Board. Amounts may vary from year-to-year. No financial reimbursement is made for state officers to attend the SLC. However, the registration fee for the state officer and his/her adviser will be waived. (Only one adviser registration fee per state officer is waived.)

8. Speak at and/or attend various conferences and meetings on behalf of the Wisconsin FBLA Chapter. Reimbursement is provided when the State Office requests an officer's presence and/or participation or when a local school or chapter requests the officer to serve on the program and represent the state chapter. Prior approval by the State Adviser is required.

9. State officers should wear official FBLA officer attire at all functions when representing FBLA. Cost of purchase is not reimbursable.

10. **Mileage** to and from meetings from which an officer is invited to attend and is part of the program—to receive reimbursement, written evidence of having been a part of the program must be submitted (letter of invitation, copy of program). When the officer's chapter serves as the installing chapter for a new or reactivating chapter, no reimbursement is provided for the officer. Rate of reimbursement for mileage is 51 cents per mile. Officers must travel with an adviser, or other adult chaperone, to receive reimbursement.

11. **Hotel Expenses** – Prior approval must be received before submitting hotel bills. State single rate of $80 (including tax), or current per diem rate, cannot be exceeded. It is expected that rooms will be shared whenever possible.

12. **Meal Expenses** – As of September 15, 1979, executive board members voted to relinquish in-state meal expenses except when an overnight stay is required, in which case the per meal expense of $10.00, or current per diem rate, shall be reimbursed. Receipts are required.

13. **Telephone calls** are not considered reimbursable unless special permission has been received in advance of placing the calls. Conference calls can be arranged by the State Office.

Officer Specific Responsibilities

President: It shall be the duty of the president to preside over all executive board meetings and the annual SLC. The president shall plan or appoint a committee to plan the student activities at the executive board meetings. The president shall appoint all necessary committees and shall serve as chairperson of the SLC program committee. As part of this responsibility, the president shall initiate correspondence on behalf of the planning for the conference with the assistance of the State Office. The president shall correspond with prospective and new chapters in the state offering encouragement and assistance where appropriate. It is the responsibility of the state president to submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, *Tomorrow's Business Leader*, or within whatever time frame is established by the national staff or officers. The president will serve as a voting delegate at the NLC. The president is expected to accept as many of the speaking invitations he/she receives as possible.

Vice President (General): In the event that the office of the president becomes vacant, the general vice president shall assume all duties of the presidency. The general vice president shall also have primary responsibility for preparing the Wisconsin Annual Report with the assistance of the state president and the State Office. The general vice president shall be responsible for coordinating the state service projects (such as March of Dimes, Children's Hospital, etc.). This includes conducting research to present to the executive board on potential projects for the year. This officer will also solicit proposals for recipients of the service project proceeds. The general vice president will serve as a voting delegate at the NLC. The general vice president is expected to accept as many of the speaking invitations he/she receives as possible.

Vice President (Regional): The seven (7) regional vice presidents will have the major responsibility of planning and hosting their respective RLCs. They will also serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions. The regional vice presidents shall initiate communication and follow-up with prospective and new chapters and encourage reactivation of inactive chapters. The regional vice presidents will appoint a secretary to record the minutes for regional meetings. The regional vice presidents shall accept as many of the speaking invitations they receive as possible.

Secretary/Treasurer: The secretary/treasurer shall perform the duties common to this office, keeping an accurate record of SLCs and executive board meetings. One (1) photo-ready copy of the minutes of these meetings must reach the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office. The secretary/treasurer shall initiate correspondence associated with this office, with assistance by the State Office. The secretary/treasurer shall accept as many of the speaking invitations he/she receives as possible. The secretary/treasurer shall present the financial report of the Wisconsin FBLA Chapter at the SLC and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the secretary/treasurer will receive information as to the accounting system and method of operation. The secretary/treasurer shall initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters. The secretary/treasurer will be responsible for obtaining and distributing the medals and plaques for the seven (7) regional leadership conferences held in February. The secretary/treasurer will be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc. The secretary/treasurer shall accept as many of the speaking invitations he/she receives as possible.

Reporter: The reporter is responsible for publishing monthly issues during the FBLA year of the *Wisconsin FBLA e-Bulletin*, the official state publication of Wisconsin FBLA. The e-bulletin is intended to include reports of local chapter activities which are of interest to other chapters, suggestions for activities which are educational in nature, ideas for classroom activities with relationship to the organization, state officer reports, highlights of past workshops, meetings or conferences, and reminders of upcoming events. Format and dissemination plans are to be discussed with the State Office prior to the first issue's production. The reporter will serve as the primary photographer for Wisconsin FBLA. He/she will provide the State Office digital photographs as requested. The reporter is responsible for the FBLA SLC video scrapbook, as well as assisting the state president in submitting appropriate items to the editor of the national publication, *Tomorrow's Business Leader*. The reporter shall accept as many of the speaking invitations he/she receives as possible.

Parliamentarian: The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test at SLC and who has completed the state officer application, declaration and worksheet in accordance with deadlines. The parliamentarian shall be installed at the SLC. The individual shall serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter. The parliamentarian shall accept as many of the speaking invitations he/she receives as possible.

Responsibilities of Advisers of Officers

Selection of a state officer candidate is a major responsibility of the local chapter adviser. He/she will serve as that potential officer's adviser during his/her term in office. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer.

A thorough understanding of the organization's purposes, goals, and program of work enables the student to bring valuable insight to the office. Although not a strict prerequisite, it is helpful for the state officer candidate to have served in the office he/she is campaigning for at the local level. The officer candidate should have been involved in many aspects of the local chapter's activities. The adviser should discuss with the student the responsibilities which are part of serving as a state officer and the commitments that must be made to ensure a successful term.

The adviser must be prepared to accept the added responsibilities and obligations associated with having a state officer. The adviser MUST ACCOMPANY the officer to officer training. The adviser serves as a member of the state executive board and MUST BE PRESENT for all executive board meetings. The adviser or an adult chaperone must accompany the officer to leadership labs, conferences, and other meetings which require the officer's attendance and/or participation. Often the adviser's assistance is solicited for special committee responsibilities and projects to strengthen the FBLA program of work. The adviser must be prepared to accept more responsibilities for carrying out the program of work for the state chapter than is normally expected of other local advisers.

If the officer's adviser is unable to accompany the officer on a trip, adequate chaperoning arrangements must be made. It is required that a mature adult accept this responsibility. School regulations regarding this issue must not be violated.

The officer candidate must receive the support of his/her entire local chapter membership. Occasionally tasks and committee assignments accepted by the officer will require assistance from members of the local chapter. These responsibilities will provide valuable educational experiences and recognition for the officer and fellow chapter members.

Time should be set aside for the adviser, officer candidate, parents, and school administration to discuss the responsibilities and obligations of serving as an FBLA state officer. The purposes, goals, program of work, and how FBLA fits into the instructional program should be discussed. Activities of the local, state, and national levels should be explained. Everyone should be made aware of the amount of time that will be devoted during the term in office. The parents, advisers, officer candidate, and school officials should be familiar with the expenses that will be reimbursed from the state treasury and those that would require financial assistance from other sources.

An FBLA state officer must have the support and encouragement of his/her adviser, local chapter, parents, and school officials to provide the reinforcement necessary for the officer to achieve success during his/her term in office.

FREQUENTLY ASKED QUESTIONS

What does a state officer do?

State officers fulfill two distinct roles. First, they are the "voice" of the membership at the state level of our association. As such, they are called upon to gather and provide input into program development, event planning, membership recruitment efforts, and other activities that directly impact student members.

Second, the state officers are key ambassadors for Wisconsin FBLA. They travel to state conferences; represent the state association to businesses and other professional organizations; and spread the word about FBLA programs and member benefits through articles, newsletters, the Internet, and other communication tools.

How much time is required to be a state officer?

This will vary greatly depending on the time of year and the activities that are going on. Although there are no hard and fast guidelines, an officer generally needs to plan on spending **at least 5-10 hours per week** to keep up on his/her correspondence, reports, and other ongoing duties.

State officers also travel. State Officer Training requires four (4) days in early summer. NLC, requires 5-7 days of travel depending on location. Fall Leadership Labs, as well as other fall programming, are required events for state officers. Attendance at RLC & SLC is also required.

How much does it cost to be a state officer?

Campaigning for state office should not be expensive. Printing of campaign brochures, the development of signs & posters and/or chapter campaign materials should be completed at a minimal cost. Be creative and try to find ways to get your message out during the RLC/SLC that do not require expenditures.

Once you are elected, some of the expenses are covered by Wisconsin FBLA. Each state officer is expected to purchase their official state apparel. This includes the official FBLA blazer, pants and/or skirts, dress shirts, polo, dress socks or nylons, shoes, etc. Average total costs are approximately $225. Other expenditures and reimbursements are outlined in this document.

Who will I be working with at the State Office?

Depending on the project or activity that you are working on, you may work with two members of the state staff. The primary liaison for state officers at the State Office is Dave Thomas, State Adviser. He can be reached at 608-266-2348 or by e-mail at FBLA@dpi.wi.gov. The office associate that assists the state adviser with many FBLA activities, Maria Ingraham, can be reached at 608-267-9259.

What if an emergency or other situation comes up and I can't make it to one of the required sessions?

As a rule, applicants can be disqualified from candidacy if they miss a required session, unless the State Adviser feels that you have a reasonable excuse. Advance notification is required & expected.

Do state officers have an official uniform?

Yes, the state officers are expected to represent the image of the association in their dress when participating in official activities. You will be provided with the official tie/scarf and name badge. You are responsible for providing a single-breasted blue blazer with the FBLA-PBL patch, white shirt, tan/khaki slacks (guys) or skirts (girls), and the appropriate polished shoes. You will also be provided with a business casual outfit consisting of the team polo for informal functions. You will need to provide tan/khaki slacks to go with this polo.

Do I have to attend the FBLA-PBL Institute for Leaders?

Yes, it is a requirement for state officer applicants to attend this training. However, registration fees are covered for newly elected state officers.

Will I have any assignments or work to complete before the State Officer Training?

Yes! It is common for the State Adviser and/or leadership trainer to assign preparation activities prior to the first official meeting in summer. Assignments will be mailed or e-mailed out to newly elected state officers following the SLC.

Is formal wear required for newly elected officers for the installation ceremony that is held during the Officer Installation and Awards Ceremony?

Formal wear is not required for newly elected officers during the installation ceremony. Outgoing state officers do wear formal attire, but it is up to the officer candidate whether or not he or she wishes to dress in formal attire. Business attire is appropriate for the Officer Installation and Awards Ceremony in which this installation takes place.

My friends and family won't be able to come to State Leadership Conference, but want to know how to contact me. Where can I tell them to call?

Your family members should definitely know, prior to your departure, the name, address, and phone of the hotel you will be staying at during the SLC.

I would like to use door hangers and slip brochures under the doors of conference attendees for my campaign. Is this permitted?

No. This is not permitted for two reasons: First, for the safety of all conference attendees, the rooming lists cannot be distributed to candidates or any other person. Second, for the protection of other hotel guests and the hotel itself, campaign materials are not permitted to be distributed. No campaigning is allowed on the sleeping room floors.

Can I be a voting delegate and still be a candidate? Also, can I compete at the SLC?

Yes. Candidates are members and are not disqualified from assuming the roles of local voting delegates. It is preferred; however, that if at all possible, your local chapter choose other members to serve as local voting delegates. Similarly, candidates can compete in any of the SLC competitive events. However, keep in mind that campaign-related events cannot be rescheduled to accommodate other commitments, including competitive events.

When I write articles or send out official correspondence who will help me proof material?

Your adviser will be responsible for viewing your articles and letters and for helping you craft your messages. Both your local and your state adviser should also approve any correspondence before it is sent. **Expect a three-day turn-around time before you are required to mail them**. The method preferred for sending articles, letters, e-mail distributions, newsletters, etc. to the State Office is e-mail.

Can State Officers compete at the National Leadership Conference?

Yes, state officers can compete at the National Leadership Conference in all competitive events.

Does the state parliamentarian need to prepare campaign materials?

The state parliamentarian does not need to campaign, submit a campaign brochure, or give a campaign speech.

TIPS FOR STATE OFFICER CANDIDATES

- **Start planning early.** Effective campaigns require sufficient time to prepare and to complete all pre-conference and conference responsibilities.
- **Consult with current and former state officers.** They are a valuable resource for campaign tips, suggestions and advice.
- **Develop a campaign timeline** with deadline dates for application, campaign, budget, printing, etc.
- **Create a distinguishing and creative campaign theme.** Use the theme throughout the entire campaign to establish a link of identification for conference delegates.
- **Develop a fact sheet or brochure** highlighting your ideas, goals, and qualifications.
- **Choose a dependable person to be your campaign manager.** The campaign manager should be someone who knows you well and can speak well.
- **Select a committee** to organize the campaign.
- **Practice, practice, practice!** Your campaign speech has a limit of 3 minutes (5 minutes for the President). Remember, costumes and props are not allowed. Candidate introductions/nominations also are a part of the campaign speech so be sure to practice and prepare accordingly.
- **Prepare for a great variety of campaign questions.** Consult a good interviewing book to get some possible questions. Be prepared to be asked about FBLA-PBL programs!
- **Carefully read the FBLA-PBL *Chapter Management Handbook*, State Officer Candidate Guide, and other association publications**. The FBLA-PBL Pledge, Creed, Goals, and Code of Ethics are the foundation of the association and the source of many questions for candidates. Look at various state websites such as the Wisconsin FBLA website.

Appendix A: Wisconsin FBLA Bylaws, 2012 Edition, Article VIII

Section 6. Officers and Elections.

A. State Officers. The state elected officers of FBLA shall be a president, vice president, vice presidents representing the respective regions, a secretary, treasurer, and a reporter.

B. Qualifications for State Office.
   1. Only active members are eligible to hold state office.
   2. Only those applicants who are present at the leadership conference and officially certified by the officer screening committee shall be eligible for nomination.
   3. To be considered for an office in FBLA, a candidate shall:
      a. have at least one full year remaining in his/her secondary business program;
      b. be recommended by the chapter and endorsed by his/her local chapter adviser, parents, and school official;
      c. file an official application before the deadline established by the State Office. Candidates for secretary must have completed, or will complete, typewriting/keyboarding by the end of the current school year and possess the ability to take minutes according to Robert's Rule of Order, Newly Revised. Candidates for treasurer must have completed, or will complete, one year of accounting, bookkeeping, or record keeping by the end of the school year of their nomination.

C. Nominations
   1. Candidates who have filed an official application prior to the established deadline will be presented at a general session of the leadership conference. In the event there are no candidates for an office, after the State Leadership Conference nominations will be accepted by mail by the State Office, and elected by mail plurality vote.
   2. In the event that there are no candidates for an office at the State Leadership Conference, candidates may choose to run for that office prior to the officer screening providing they are qualified for that office.
   3. Only candidates approved by the officer screening committee shall be nominated.

D. Elections
   1. The president, vice president, secretary, treasurer, and reporter shall be elected annual at a general session of the State Leadership Conference by the local voting delegates. The regional vice presidents shall be elected annually at their respective regional conferences by the local voting delegates and shall be installed at the State Leadership Conference.
   2. These officers shall be elected by a ballot vote of voting delegates. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of the votes. In the event there is only one candidate for an office, the candidate may be elected by a standing vote.
   3. The order of elections shall be president, vice president, secretary, treasurer, and reporter.
   4. No two state officers shall be elected from the same local chapter. Officers may succeed themselves in the same office.

E. Term of Office.
   State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.

F. Vacancy in Office

1. A vacancy in any office, other than that of president or regional vice president, shall be filled by the candidate receiving the next highest votes and meeting qualifications of the office. (EXAMPLE: The reporter candidate receiving the second highest number of votes becomes the state reporter should the first-place elected reporter be unable to fulfill his/her officer responsibilities.)
2. In the case of no qualified candidates for the office, the officer will be chosen in order of election and highest votes. (EXAMPLE: No qualified candidates for the office of treasurer remain. The second highest scoring presidential candidate, qualifying for the office of treasurer, then becomes the state treasurer.)
3. If there are no qualified candidates to fill a vacancy, an officer will be appointed by the state staff. (EXAMPLE: If no one meets the typing and transcription qualifications for the office of state secretary, or all candidates left already have an officer from that school, and officer is then appointed by the state staff.)
4. Should the office of president become vacant, the vice president shall automatically become president.
5. Should the office of regional vice president become vacant, the adviser from that local chapter shall first try to appoint another regional vice president from his/her own chapter. If the adviser is unable to find another regional vice president in his/her own chapter, he/she will then contact the candidate receiving the next highest number of votes to fill this position. Should the candidate refuse the office of region vice president, or if there is already an officer from that school, the State Office will assist in the selection of a new regional vice president. The new regional vice president and his/her adviser will accept executive board duties.

G. Appointment of Parliamentarian

The underclassperson scoring the highest on the parliamentary procedure written objective test at state competition and who has completed the state officer application, declaration and candidate worksheet in accordance with deadlines shall become the parliamentarian and shall be installed at the State Leadership Conference.

Section 7. Duties of FBLA State Officers.

A. The president shall:

1. serve as chairperson of the state executive board;
2. preside over the executive board meetings and business meetings of FBLA;
3. appoint appropriate committees and committee chairpersons;
4. serve as an ex-officio member of all committees;
5. perform other duties for the promotion and development of local, state, and national FBLA;
6. submit a short monthly report on Wisconsin FBLA's activities to the editor of the national publication, Tomorrow's Business Leader, or within whatever time frame is established by the national staff or officers; and
7. serve as a voting delegate at the NLC.

B. The state vice president shall:

1. assume the duties and responsibilities of the presidency should that office become vacant due to resignation or otherwise;
2. assume primary responsibility for developing the Wisconsin Annual Business Report;
3. assist the president in the promotion and development of FBLA;
4. be responsible for coordinating the state service projects; and
5. serve as a voting delegate at the NLC.

C. The regional vice presidents shall:

1. assist the president in the promotion and development of FBLA in the regions which elected them;
2. plan and preside over Regional Leadership Conferences;

3. appoint a secretary to record the minutes for regional meetings; and
4. serve as liaisons between the executive board, the State Office, and all FBLA members in their respective regions.

D. The secretary shall:
1. keep an accurate record of all business meetings of the State Leadership Conference and the state executive board; and
2. supply one (1) photo-ready copy of the minutes of these meetings (including amended minutes) to the State Office within ten (10) days following the meeting. Duplication and distribution will be handled by the State Office.
3. present the financial reports of the Wisconsin FBLA Chapter at the State Leadership Conference and executive board meetings. All budgeting and monetary responsibility is maintained at the State Office; however, the treasurer will receive information as to the accounting system and method of operation;
4. initiate memorandums and secure information relative to the use of the state approved fund raisers and shall promote the use of such fund raising projects by local chapters;
5. be responsible for obtaining and distributing the medals and plaques for the seven (7) Regional Leadership Conferences held in February; and
6. be responsible for obtaining and/or maintaining and distributing promotional items, such as road signs, trading pins, etc.

F. The reporter shall:
1. be responsible for publishing four (4) editions of the Wisconsin FBLA eBulletin during the FBLA year;
2. serve as primary photographer for Wisconsin FBLA;
3. be responsible for helping to maintain the FBLA State Leadership Conference video scrapbook; and
4. assist the state president in submitting appropriate items to the editor of the national FBLA publication, *Tomorrow's Business Leader.*

G. The parliamentarian shall:
1. serve as the official parliamentarian at all business sessions of the Wisconsin FBLA Chapter and advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order, Newly Revised*; and
2. shall serve as a voting member of the state executive board.

H. These officers shall serve on the state executive board, perform the duties prescribed in the bylaws, and perform such other duties as are directed by the president and the state staff and not inconsistent with these bylaws or other rules adopted by FBLA.