

CALIFORNIA NORTHERN SECTION

FUTURE BUSINESS LEADERS
OF AMERICA



OFFICER CANDIDATE GUIDE

2009-2010

RUNNING FOR OFFICE - SUGGESTED TIME LINE

- January** Read over *Northern Section Officer Candidate Guide* carefully with your adviser.
- Get approval and endorsement of local chapter adviser and chapter.
- Complete *Section Officer Candidate Application* (those running for section president must complete *State Officer Candidate Application*)
- Obtain school transcript with current courses listed - circle business classes in red (include work-in-progress statement of courses/grades for fall semester.)
- Prepare resume/personal data sheet.
- Choose campaign manager and establish platform.
- January 23** Received date for **completed application, transcript, resume, CA FBLA Code of Conduct, and Medical Release Forms.** Materials may be mailed, faxed, or e-mailed.
- Pamela Stalley, Northern Section Director
Williams High School
PO Box 7
Williams, CA 95987 OR FAX to: (530) 473-5026
northerndirector@cafbla.org
- Section President candidates - use state application form and send originals to State Director and copies to Section Director.
- January 28** Application Screening of Northern Section Officer Candidates at Center High School at 2 p.m. Candidates do not attend this meeting.
- January 30** E-mail will be sent to all candidates to inform them of results of application screening before this date.
- February 4** Candidate Interviews at Colusa High School at 3 p.m. All candidates must be at this meeting.
- March 7** Campaign for office at Northern Section Leadership Conference. Elections.
- April 23-26** Installation of new Northern Section Officer Team during Northern Section Meeting at State Leadership Conference. Meeting with outgoing officers following meeting.
- July 12-15** Section/State Officers' Training at State Leadership Summit. All officers are required to attend this training. Attendance times: arrive by 4 p.m. on July 12 and depart at 11 a.m. on July 15.

QUALIFICATIONS AND CAMPAIGNING FOR NORTHERN SECTION OFFICE

Qualifications

1. A candidate for Northern Section FBLA must be a member in good standing in an FBLA chapter at the school in which s/he is enrolled. The candidate must be recommended by the local chapter adviser and endorsed by his/her local chapter.
2. The seven officer positions include President, Vice-President, Secretary, Executive Secretary, Treasurer, Public Relations Officer, and Parliamentarian.
3. The President, Vice President, Secretary, Treasurer, Public Relations Officer, and Parliamentarian will be elected by majority vote of the local chapter voting delegates at the Northern Section Leadership Conference. The office of Executive Secretary will be appointed by the President from among members of the President's chapter.
4. To be considered for a section office, a candidate shall:
 - a. have at least one full year remaining in his/her high school program.
 - b. have taken or be currently enrolled in a high school keyboarding course or its high school equivalent.
 - c. have an unweighted cumulative grade point average of at least 2.5 out of 4.0.
5. The same office may not be filled by the same school for more than two years in a row.
6. No more than two officers will be elected from any one school. The office of Executive Secretary shall not be counted as it is an appointed position.
7. All candidates for Northern Section Office will submit an application for office to the Northern Section Director. The applications for office must have signatures of the local adviser, school official, employer, and parent/guardian.
8. All candidates for Northern Section Office will be screened by the Northern Section Executive Council. The candidate's adviser must attend the screening session. Candidates will be asked several questions concerning such areas as qualifications, goals, and activities. The local chapter adviser will also be asked questions.
9. Campaign material ideas must be presented at the screening session. Campaign materials that may be used include handouts (brochures, etc.), slogan items (pencils, ribbons), name tags, personal data sheets, candy, and posters. Candidates must abide by the regulations of the host chapter/school.

Campaigning

1. Those candidates approved by the Northern Section Executive Council will be eligible to campaign for the office desired. Campaigning for the office shall start at the Northern Section Leadership Conference.
2. All candidates will state their platforms at the General Session following lunch at the Northern Section Leadership Conference. Each officer candidate's presentation must be preceded by one nomination speech by his/her campaign manager from his/her school.
3. Presentation speeches by the campaign managers and candidates will be limited to five minutes total.
4. Campaign literature may be distributed and placards displayed in the campaign area. Each candidate is responsible for removing his/her own campaign materials after the election.
5. Current Northern Section Officers are not allowed to show support of candidates by wearing campaign buttons, hats, etc.
6. Newly-elected officers will be officially installed at the State Leadership Conference and the term of office will begin at the end of the State Leadership Conference.

Duties of all Northern Section Officers

1. All officers and their local chapter advisers must attend all Executive Council meetings.
2. All officers should be prepared to come up with ideas for promoting the section membership and goals.
3. All officers must prepare and present workshop(s) for the Northern Section Fall Leadership Conference. Workshop scripts, handouts, transparencies, and references must be submitted by a predetermined deadline to the Northern Section Director or the officer will not participate at the Fall Leadership Conference.
4. Officers must keep up on correspondence and send copies of all memos, letters, and news articles to the Northern Section Director. All correspondence and reports must be co-signed by the officer's local chapter adviser.
5. All officers must work closely with the Northern Section Director.
6. All officers must prepare Impact Reports for each Executive Council meeting. All officer expenses will be approved and reimbursement forms with attached receipts will be given to the Section Treasurer for proper handling.
7. An Annual Officer Report must be prepared and distributed to the newly-elected officers at the incoming/outgoing officer meeting at the State Leadership Conference.
8. All officers will be supplied with binders to use during his/her term in office. The binders will contain a calendar, FBLA Bylaws and Constitution, correspondence, reports, minutes, newsletters, conference information, and section projects. The binder is to be kept up to date by the officers and shared with the newly elected officers at the State Leadership Conference.
9. All Northern Section officers will obtain an FBLA blazer within 90 days of being installed into office. Official FBLA attire must be worn at all conferences, some executive meetings, and other activities when promoting FBLA.

10. All Northern Section officers will be required to attend all Section Executive Council meetings, section officer training, section conferences, and state conferences. If an officer misses one Executive Council meeting without notice or two with notice, it will be a sign of resignation, and another member will be appointed to the office by the Section President with ratification by the council at the next council meeting.
11. All Northern Section Officers must work with their local chapters. The members of the local chapter should benefit from having a section officer. Section officers must be a vital part of their chapters' programs.
12. It is one of the responsibilities of the section officer to promote FBLA, its activities, and projects and to ensure that Northern Section projects are carried out at the local chapter level. Remember, all officers need the support of their chapters to be truly successful.
13. Northern Section Officers will communicate with section members in a variety of ways including articles published in *The Californian*.
14. Officers should know all there is to know about FBLA and have a good working knowledge of parliamentary procedure. It is expected that each officer will achieve Champion of California status and be working on the next level in the degree program.
15. Officers should seek opportunities to communicate with other Northern Section officers and give fellow officers full support.
16. Officers should plan to visit other schools to promote FBLA.
17. Officers must have a positive attitude and recognize the good and outstanding work of others.
18. Officers are to work to recruit new members and chapters.
19. Outgoing officers Install incoming officers at the State Leadership Conference.
20. Remember! The quality of work by an officer is a direct reflection of oneself, his/her adviser, chapter, and school. Work hard but have a good time. Remember, the officer team is only as strong as its weakest member.