



NEW MEXICO
**BUSINESS
PROFESSIONALS**
of AMERICA

National Officer Candidate
VIRTUAL ELECTIONS

MEMORANDUM

TO: New Mexico State and National Officer Candidates and Advisors

FROM: Donna Corder and Leslie Ferris, State Executive Council Coordinators

CC: Christine Phipps, New Mexico Business Professionals of America State Advisor

DATE: November 2020

SUBJECT: National Officer Candidate Handbook and Paperwork

The following packet contains important information concerning New Mexico BPA National Officer Candidate candidacy. Ensure that you completely review the information in this Handbook pertaining to your duties in relation to being a Candidate. Review the election information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for officer.

Please be aware of the following:

1. Candidates should print the Candidate Checklist in the forms section of this handbook to ensure all of the required documentation is completed.
2. Candidates that submit incomplete or late application forms and materials will be automatically eliminated (all items are included on the Candidate Checklist)
3. No handwritten documents will be accepted. All candidate information should be keyed.
4. All candidate information must be submitted online no later than ***FRIDAY, JANUARY 15, 2021 at 4:30 pm MST.***
5. This year only elections will be held virtually with a slightly different plan for election than when in person. Please make sure to pay attention to the Virtual process changes and updates. Please note that more updates may be shared as the process progresses.

The following items are included in this packet:

1. National Officer Candidate Handbook
2. Candidate forms
3. Resources

If you have any questions or concerns, please do not hesitate to contact Leslie Ferris, State Executive Council Coordinator, at leslie.ferris@gcisd.net.

DUE BY: *FRIDAY, JANUARY 15, 2021 at 4:30 pm MST.*

If

Attachments

TABLE OF CONTENTS

I.	GENERAL INFORMATION.....	1
	Purpose.....	1
	Executive Council.....	1
II.	CANDIDATE INFORMATION.....	4
	Application Qualifications.....	4
	Application Procedures.....	5
	Application Process.....	5
	Application Materials.....	5
	Application Review.....	6
	Notification of Eligibility.....	6
	Campaign Regulations.....	7
III.	ELECTION INFORMATION.....	8
	Voting Delegate Allocation.....	8
	Voting Delegate Responsibilities.....	8
	Voting Delegate Procedures.....	8
	General Election Procedures.....	9
	Official Ballot.....	9
IV.	ELECTION SESSIONS.....	10
	Penalty for Absence.....	10
	Officer Candidate Information Session.....	10
	Business Meeting/Meet Your Candidates.....	10
	Ask a Candidate Social Media.....	10
	Officer Candidate Interviews.....	11

	Opening Session.....	11
	Awards Session.....	11
	New Officer Orientation.....	11
V.	CANDIDATE FORMS.....	12
	Candidate Checklist.....	12
	Candidate Information Form.....	13
	Agreements.....	14
	Local Advisor Guidelines.....	15
	Medical Information Form.....	16
	Media Release Form.....	17
	Candidate Code of Ethics.....	18
	Candidate Social Media Contract.....	19
	Removal from Office Form.....	20
VI.	Other.....	22
	Officer Candidate Important Dates/Events.....	22
	Scoring Rubrics.....	24
VII.	Resources.....	25
	BPA Fact Sheet	
	Style Reference Manual	
	100 Word Statements Examples	

General Information

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the National Officer Candidate Election for prospective candidates at the State Leadership Conference (SLC). electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

At the State Leadership Conference, candidates will campaign to be a National Officer Candidate from New Mexico. At the conference, up to two (2) National Officer Candidates from the Secondary Division will be elected to represent NM BPA as National Officer Candidates at the National Leadership Conference. Those elected candidates will then campaign at the NLC and follow all campaigning rules and guidelines in the National Officer Handbook. The handbook will be posted on www.bpa.org.

Executive Council

Definition and Role

National Officers are known collectively as the “Executive Council.” They are the student representatives for the entire membership. They represent the national organization at various conferences and meetings throughout the nation during their term of office and may make recommendations to the Board of Trustees, as well as to the members of their divisions. They oversee all meetings at the National Leadership Conference.

Structure

National Secondary Division: The Executive Council is composed of six (6) officers who are elected annually at the National Leadership Conference: President, Vice-President, Secretary, Historian, and Parliamentarian.

New Mexico National Officer Candidates: New Mexico BPA can send up to two (2) National Officer Candidates from the Secondary Division will be elected to represent NM BPA as National Officer Candidates at the National Leadership Conference. All NM National Officer Candidates must have approval from the State Advisor and the Board of Directors to run.

Candidates for NM National Officer Candidate must be a Junior or Senior when running for office.

Each chapter may have a maximum of one (1) National Officer candidate per school. The chapter advisor is the only person authorized to determine which students may be declared applicants for NM National Officer Candidate.

Duties

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the Executive Council, or in the adopted parliamentary authority.

- A. Duties of the President. The President shall:
 1. preside over all business meetings;
 2. preside over the Executive Council meetings;
 3. appoint all committee chairmen and members;
 4. develop the Executive Council program of work for the term of office;
 5. promote the general welfare of Business Professionals of America.
- B. Duties of the Vice-President. The Vice-President shall:
 1. serve in any capacity as directed by the President;
 2. serve as an ex-officio member of all committees.
 3. accept the responsibilities of the President as occasions may demand;
 4. approve Torch resumes;
 5. promote the general welfare of Business Professionals of America.
- C. Duties of the Secretary. The Secretary shall:
 1. serve in any capacity as directed by the President;
 2. record the minutes of all meetings of the membership and Executive Council;
 3. promote the general welfare of Business Professionals of America.
- D. Duties of the Treasurer. The Treasurer shall:
 1. serve in any capacity as directed by the President;
 2. present financial membership reports for the Division;
 3. promote the general welfare of Business Professionals of America.
- E. Duties of the Historian. The Historian shall:
 1. maintain the Business Professionals of America yearbook;
 2. collect information and material which will be of value in recording the history of Business Professionals of America;
 3. promote the general welfare of Business Professionals of America.
- F. Duties of the Parliamentarian. The Parliamentarian shall:
 1. shall serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.
 2. promote the development, general welfare, and growth of Business Professionals of America.

Responsibilities

If elected as BPA National Officer, National Officers must comply with policies and procedures as established by the Board of Directors. Specifically, national officers shall:

- Attend all meetings as scheduled:
 - Tentative National Officer Meetings
 - Summer Leadership Training June/July 2020
 - Board of Trustees Meeting (President) September/October 2020
 - Winter NLC Planning Meeting January 2021
 - National Leadership Conference April/May 2021
- Provide guidance, leadership, and inspiration to all members.

- Represent the views of the membership, not those of the individual officer.
- Maintain correspondence with typed, proper style communications.
- Wear the Organization's official blazer when representing Business Professionals of America and when traveling by public transportation.
- Submit a monthly report of participation in BPA activities to the National Center.
- Fulfill their responsibilities but shall not let them interfere with their continuing education.
- Refrain from serving on state, district, or chapter nomination committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate.
- Participate in competitive events at the NLC, if qualified; but such participation shall not preempt NLC duties.
- Forward all requests for services to the National Center for scheduling.
- Notify the National Center immediately while performing approved services for the Association.
- Be available to represent the organization as requested and approved by the National Center.
- Abide by the Code of Ethics as established by the Board of Trustees.

Candidate Information

Application Qualifications:

The student candidate for National Officer Candidate must meet the specific qualifications below:

Paperwork Deadline

The candidate must submit a National Officer Candidate packet by the deadline listed in the State application.

Approval of Local Chapter

The candidate must have written approval from their local chapter advisor and Principal.

Membership

The candidate must be a current, dues-paid, active member in good standing at the State and National level. They must have been an active member in BPA for one year before running.

Leadership Experience

The candidate must be currently serving (or have served) as an elected officer of Business Professionals of America at one of the following levels: (1) Chapter or (2) State. A National Officer may not serve as a state officer in conjunction with the national officer team.

Enrollment

The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by the state.

Grade Point Average

The candidate must have a **3.0 GPA** based on a 4.0 scale (school transcript is required). A student will not have any "F"s in any course. The grade average shall include all subjects taken the previous year and including the first semester or quarter of the current school year.

Knowledge

The candidate must take the State Executive Officer BPA test. These scores will be provided to the voting delegates.

National Officer Term

The candidate is limited to serving two terms per division.

Others

More qualifications, duties, or responsibilities may be added with the release of the updated National Officer Handbook in January 2021.

Application Procedures:

- Candidates for National Office **DO NOT DECLARE A SPECIFIC OFFICE**.
- Candidates will campaign for the opportunity to serve New Mexico Business Professionals of America.
- The candidate will complete all forms and materials specified in the Candidate Checklist section and submit the online registration form by the State Association designated deadline.
- The local advisor must approve all materials and sign the Officer Nomination Form. A local principal must also sign the form.
- All materials must be submitted no later than ***Friday, January 15, 2021 before 4:30 pm MST*** online at <https://tinyurl.com/NMBPANOC2122>.
 - The State Executive Council Coordinator will confirm receipt of all forms.
- The candidate will keep a copy of all materials and bring them to the State Leadership Conference.
- All materials must be original when submitted. Former candidates can not reuse old files, 100 word statements, speeches, etc.

Application Process:

- A slate of up to two (2) Secondary National Officer Candidates will be chosen to represent New Mexico Business Professionals of America.
- National Officer Candidates will be evaluated on the following criteria:
 - Officer Election Packet.....15%
 - Interview.....20%
 - BPA Knowledge Test.....10%
 - Delegation Votes.....40%
 - Campaign Speech.....15%
- Scoring rubrics for each category that the Selection Committee uses for the Election Packet, Interview, and Speech portions are provided in this handbook to allow candidates to become aware of what the committee is looking for.

Application Materials (All materials should be saved as PDF and submitted online by the deadline):

Forms Provided to Candidate (See Candidate Forms Section)

1. State Executive Officer/National Officer Candidate Nomination Form (must be signed by local advisor and principal)
2. Officer Calendar (State Executive Officer Candidates Only)
3. Local Advisor Guidelines (must be signed by local advisor)
4. Expenditures Itemized List
5. Medical Information Form
6. Media Release Form
7. Officer Candidate Code of Ethics
8. Officer Social Media Contract
9. Officer Reasons for Removal Form
10. Candidate Checklist (Must be signed by the candidate and advisor)

Materials to be Supplied by Candidate

1. Candidate's cover letter which includes the candidate's reason(s) for applying addressed to **NOT MAILED** to:

Christine Phipps, State Advisor
New Mexico Business Professionals of America
1500 South Ave. K; ENMU Station 61
Portales, New Mexico, 88130
2. Chapter advisor's letter of recommendation
3. Candidate's resume which includes candidate's career objective (one page maximum, typed on 8.5 x 11 inch paper)
4. Candidate's statement of 100 words or less stating his/her name and why he/she wishes to be a candidate for state office/national office (candidates cannot mention a specific office) These 100 word statements must be typed. These will be published and provided to voting delegates as submitted by the candidate. Any words over the 100 word limit will not be included. (Examples in Resources Section)
5. Official HS Transcript with seal and signature of official authority. **If school policy prohibits the distribution of an official transcript to students, the candidate must request a transcript be sent to the State Executive Council Coordinator by the deadline. Contact Leslie Ferris for mailing information.**
6. A color photograph at least wallet sized. These photos will be converted to black and white and provided to the voting delegates with the 100 Word Statements.

Application Review:

- Each candidate's application form and materials will be carefully reviewed for accuracy and completeness.
- Candidates who submit incomplete or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**
- Make sure all forms and the 100 Word Statement include the proper required signatures.

Notification of Eligibility:

- All candidates will receive notification from the State Executive Council Coordinator concerning the status of their application for State Executive Officer/National Officer Candidate candidacy.
- Notification will be made by the State Executive Council Coordinator directly to the State Executive Officer candidate and the local chapter advisor via email correspondence.
- Notification will be made **on or before January 20, 2021.**

Following notification of eligibility, the candidate will:

- Again, thoroughly review all information contained within this Handbook;
- Prepare campaign materials, including speech.
- Attend all campaign/election sessions and activities prior to and during the State Leadership Conference.

Campaign Regulations:

Responsibility

- The candidate, voting delegates, members, and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

Campaign Managers

- During a virtual election, campaign managers are not needed.

Expenditures/Campaign Expenses

- In the event that elections are held virtually, there will be no Campaign Expense report required.

Campaign Speeches

- All candidates will have the opportunity to give campaign speeches.
- Time limitation for speeches will be two minutes.
- The officer candidate will give an individual statement of qualifications and their platform.
- Candidates may not refer to any office they have held or they are running for by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
 - If you were a former candidate, a new speech is required.
- Speeches will be emailed to the voting delegates and posted on the website by the date provided.
- **All speeches must be emailed in prior to the State Leadership Conference for approval. Speeches will be emailed to newmexicobpa@gmail.com by the date provided. Any late submissions will not be approved and you will be disqualified.**
- **All speeches will be recorded by the candidate and emailed to newmexicobpa@gmail.com and submitted by the date provided. Any late submissions will not be approved and you will be disqualified.**

Campaigning

- Prior to SLC
 - No campaigning may be conducted between local chapters prior to the SLC. This includes but is not limited to Social Media, mailings, emails, meetings, phone calls, etc.
 - The candidate's own local chapter is the exception.
- At the SLC
 - No campaigning may be conducted prior to the State Leadership Conference with the exception of campaigning within your own local chapter.
 - No personal campaigning will be allowed on any social media platforms. This includes but is not limited to your chapter accounts, school and district accounts, fellow members accounts, and/or your personal accounts.

Election Information

Voting Delegate Allocation

Local chapters exercise their voting privilege and conduct all business through student voting delegates at the State Leadership Conference. Only student voting delegates may participate in discussion.

Each chapter is entitled to two (2) voting delegates. The Head Voting Delegate must announce how many voting delegates are present from each chapter at the time of roll call during the Business Session.

- A chapter must submit the initial membership roster and pay both State & National dues by the designated postmark date in order to be allocated voting delegates.
- A chapter may lose voting privileges if voting delegates are absent for roll call during any session that the delegates are required to attend.
- All ballots will be finalized by the state staff/New Mexico BPA Board of Directors.

Voting Delegate Responsibilities

Voting delegates play an important and vital role in the election of officers. Therefore, it is crucial that all voting delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will:

- Read this Handbook thoroughly; ask questions as necessary, and abide by all campaign/election regulations.
- Attend the Business Session/Meet the Candidate virtual meeting.
- Review all candidate speeches and 100 Word Statements.
- Attend the Ask A Candidate event on Instagram.
- Be on time to all required meetings/events.

Voting Delegate Procedures

- Voting delegates will report to the assigned virtual room at the time indicated.
 - After the roll call--the vice president will not allow late arriving delegates to be recognized.
 - No additional delegates will be recognized once the session has begun.
- Local chapter voting delegates must be present for roll call in any session involving the State Executive Officer/National Officer Candidate process or other business.

Answering roll call...

When the local chapter's name is called:

All voting delegates will raise their hand until count is verified and delegates are told they have checked in.

Head Voting Delegate will give the name of the school and announce the number of voting delegates present and the name of their second delegate and alternate delegate.

(For example, "XYZ Chapter is present with 2 Voting Delegates and 1 Alternate Delegate.

_____ is our other Voting Delegate and _____ is our Alternate Delegate.”)

- Only voting delegates may present business for consideration by the meeting assembly.
- In order to speak, a voting delegate must be recognized by the presiding State Executive Officer/Chair.

Gaining recognition to speak:

At the appropriate time in the agenda:

Voting delegate will raise their hand and wait to be recognized. Then they may address the presiding officer. (For example, “Mr. or Madame President or Chairperson”

When recognized by the Chair:

Voting delegate will state his or her name, local chapter, and business (For example, “Leslie Ferris, Hogwarts High School, I move that...”

- All motions and/or resolutions presented must be in writing. Two copies must be given to the State Advisor prior to the session they are being presented in.

General Election Procedures

- The election ballots will be cast digitally on the date provided.
- Only local chapter voting delegates may vote.

Official Ballot

- Ballots will be distributed to voting delegates electronically. The ballots will then be confirmed by the Board of Directors.
- Each voting delegate will cast 5 votes for secondary candidates and 1 vote for national candidates.
- From those votes cast,
 - The candidates receiving the most votes on the first ballot will be elected. A tie vote will result in an additional ballot for that office.
 - The 5 State Executive Officer Secondary Candidates receiving the most votes will be elected to the State Executive Council.
 - The 2 National Officer Candidates receiving the most votes will be reviewed by the Board for selection as New Mexico National Officer Candidate.

ELECTION SESSIONS/EVENTS

Penalty for absence of those “who must attend” is as follows:

Candidate - Disqualification

Voting Delegate - loss of vote for each absent voting delegate

Officer Candidate Information Session

Who Must Attend: Candidate and local advisor

Who May Attend: Parent/Guardian

What will Happen:

- Officer candidate guidelines and expectations will be reviewed.
- Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- Candidate responsibilities for the State Leadership Conference will be distributed. All duties are mandatory unless you have a specific contest conflict.
- Q&A Session for candidates about the virtual election process
- Candidates will rank their office preferences. (Secondary State Executive Council Candidates Only)

Business Meeting/Meet Your Candidates

Who Must Attend: Candidate, voting delegates and alternate delegates

What will Happen:

- Official roll call will be taken for voting delegates and candidates.
- Any Constitution changes will be submitted and voted on.
- The plan for virtual elections will be presented.
- Candidate intro videos will be played.
- Q&A Session for voting delegates about the virtual election process

Ask a Candidate Event on Instagram

Who Must Attend: Candidates and voting delegates

What will Happen:

- Candidates will be given a list of questions about themselves, their involvement in BPA, and personality questions in advance.
- NMBPA will post each question on their Instagram and candidates will have the opportunity to answer each question on the NMBPA Instagram graphic.
- Voting delegates will have the opportunity to ask candidates questions on a specific post.

Officer Candidate Interviews

Who Must Attend: Candidate

What will Happen:

- Candidate interviews will be held virtually.
- Each candidate will go through an interview with the Placement Committee.
- For State Executive Officer Candidates, this will help determine offices.
- For National Officer Candidates, the interview is apart of the selection process.

Opening Session

Who Must Attend: Candidates

What will Happen:

- All Candidates will be introduced at the Opening Session.
- The Top 5 State Executive Officer Candidates, if more than five apply, will be announced during the Opening Session.

Awards Session

Who Must Attend: Candidates

What Will Happen:

- The new State Executive Council will be announced.
- Any approved New Mexico National Officer Candidates will be announced.

New Officer Orientation

Who Must Attend: New Officer Team and New Mexico National Officer Candidates

Who May Attend: Local Advisors, Parent/Guardian

What will Happen:

- Paperwork will be submitted by newly elected officers & candidates.
- Information will be given to the newly elected officers & candidates in preparation for upcoming meetings and trainings.

Officer Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

Officer Candidate Packet:

- ☆ Officer Candidate Checklist (signed by candidate and advisor)
- ☆ Officer Candidate Nomination Form
- ☆ Candidate Cover Letter (Indicating reasons for applying for and qualifications.)
- ☆ Advisor Letter of Recommendation
- ☆ Officer Calendar (*State Executive Officer Candidates Only*)
- ☆ Guidelines for Local Advisors
- ☆ Candidate's Resume
- ☆ Official HS Transcript with seal and signature of official authority
- ☆ 100 Word Statement with **Signature of Candidate**
- ☆ Medical Information/Delegate Form
- ☆ A color photograph at least wallet sized in digital format
- ☆ Media Release form
- ☆ Officer Candidate Code of Ethics
- ☆ Officer Social Media Contract
- ☆ Officer Reasons for Removal Form

Note: Packets must be submitted at <https://tinyurl.com/NMBPANOC2122> by ***Friday, January 15, 2021 by 4:30 pm MST***. Packets not meeting deadline will be returned. **All applications must be submitted once and complete**, absolutely no exceptions will be made.

Please keep copies of all forms for your records.

Candidate Signature

Advisor Signature

Candidate Nomination Form Information Sheet

Candidate information will be collected through an online form at:

<https://tinyurl.com/NMBPANOC2122>

All other forms will also need to be uploaded as PDFs at the above URL.

Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of Business Professionals of America. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

Candidate's Signature

Date: _____

Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the Business Professionals of America and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Executive Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Advisor/Principal Agreement

Advisor/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of Business Professionals of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend the required National Leadership Conference (approximately \$1,500). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Advisor's Signature

Date: _____

Principal's Signature

Date: _____

Local Advisor Guidelines

We appreciate your support in running a candidate for office! You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate you are aware of your advisor responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead Business Professionals of America as an officer. I also pledge to encourage our BPA chapter to fully support our officer during his/her term in office. I have discussed the State Executive Officer RESPONSIBILITIES with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the officer schedule frequently and I will strongly recommend that he/she make Business Professionals Officer activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the State Advisor, State Executive Officer Coordinator, and Board of Directors to help my student fulfill his/her officers' duties.
4. I will assist my student in returning articles and other officer materials to the State Executive Council Coordinator in a timely manner.
5. I will discuss travel arrangements with my officer (see the "Officer Calendar") and travel with him/her when necessary. I understand that the school is responsible for providing transportation to activities. I have also discussed with this candidate's parent/guardian the travel requirements of the job and we feel that this candidate is capable of traveling unassisted on airlines or we agree to accompany them at our expense when traveling to required events.

We appreciate the valuable role BPA advisors have in forming our State Executive Council. The future success of Business Professionals of America depends upon your ability to recognize leadership skills in your students! Thank you for your support!

Local Advisor's Signature

Date: _____

Medical Information/Delegate Form

Please follow the link below to access the form or
email newmexicobpa@gmail.com for a copy:

<http://nmctso.com/bpa/officers/>

Media Release Form

I grant permission to Business Professionals of America, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the New Mexico BPA website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless BPA, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.

Officer Candidate's First and Last Name: _____

Parent/Legal Guardian's Name (Please Print): _____

Parent/Legal Guardian's Signature: _____

Date: _____

Officer Candidate Code of Ethics

As a National Officer Candidate of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a State Executive Officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions into my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by an adult.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at Curfew.
- I will immediately separate myself from any situation in which a violation of this code of ethics has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, State Executive Council coordinator, school officials and/or Board of Directors.
- As an officer of my CTSO, I will represent my organization, state and with respect. This means that, for my term of office, any content I post on any social media platform or other sites and my

email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these Websites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Officer Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for Business Professionals of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through BPA social media bases. As an officer, you must read and sign this contract acknowledging the officer's responsibility to use Social Media responsibly and with accountability as a National Officer Candidate.

All Officers are required to comply with the following:

- Responsibilities
 - Complete all assigned social media postings and planning in a timely manner
 - Maintain and reflect the positive professional image of Business Professionals of America
 - Interact with all membership on BPA Professional accounts
 - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NMBPA social media platforms as well as allow NMBPA Staff to follow you	Block NMBPA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off of all BPA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings	Forget and/or ignore your responsibilities
Be your professional self and share BPA news through all social media bases supported by BPA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc on social media
Other items may be added at the State Executive Council Coordinator's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

Officer Candidate Signature

Local Advisor Signature

Officer Reasons for Removal Form

Any officer may be declared “inactive” and/or removed from office in the following situations.

Declaration of “inactive” status and possible removal from officer for:

1. Any State Executive Officer who fails to adequately perform the duties of the office will be removed from office.
2. Any State Executive Officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Trustees.
3. Any State Executive Officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A State Executive Officer who fails to maintain a 3.0 grade average or above shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any State Executive Officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the NM Board of Trustees prior to the application deadline.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures.

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for Business Professionals of America as well as the State Executive Officer Coordinator.

I understand, if removed, I will immediately return all materials purchased by NMBPA. This includes: State Executive Officer uniform, State Executive Officer pin, polos, etc.

Date: _____

Officer Candidate Signature

Parent/Guardian Signature

Local Advisor Signature

Officer Candidate Important Dates/Events

Tentative Election Dates for Candidates and Voting Delegates

November 30, 2020	Virtual State Executive Council and National Officer Candidate Handbooks posted on CTLP Website
January 15, 2021	State Executive Council and National Officer Candidate Applications Due Online <ul style="list-style-type: none"> • Must be submitted online by 4:30 pm MST on Friday, January 15, 2021 at https://tinyurl.com/NMBPASOC2021
January 20, 2021 on or before	Status of Candidacy Emailed to Candidates <ul style="list-style-type: none"> • Approval will be emailed from Leslie Ferris, State Executive Council Coordinator, on or before January 20, 2021. • This email will also include the Zoom link for the Informational Meeting.
January 22, 2021	Informational Meeting about Elections-MANDATORY FOR ALL CANDIDATES AND ADVISORS <ul style="list-style-type: none"> • Candidates will also sign up for interview times and live oral BPA Knowledge Test <p>Email to all NMBPA chapter advisors requesting voting delegate and alternate delegate information sent out.</p>
January 25, 2021	Officer Candidate Speech Due Date <ul style="list-style-type: none"> • All speeches must be typed and emailed to newmexicobpa@gmail.com on or before January 25, 2021.
January 29, 2021 on or before	Speech approval will be emailed back to candidates on or before January 29, 2021. <ul style="list-style-type: none"> • Any revisions to the speech must be submitted by January 29, 2021. <p>Ask a Candidate questions will be emailed to candidates on or before January 29, 2021.</p>
February 1, 2021	Speech recordings must be emailed to newmexicobpa@gmail.com on or before February 1, 2021.
February 8, 2021	Business Meeting/Meet the Candidates Zoom Meeting MANDATORY FOR ALL CANDIDATES AND VOTING DELEGATES

February 9, 2021	Candidate picture, information, and 100 word statements posted on website and Instagram Account by 10:00 am MST Live Oral Test for Candidates Virtually Speeches Emailed to Voting Delegates and posted on Website
February 10, 2021	Ask a Candidate Event on Instagram Voting Link and BPA Oral Test Scores emailed to Voting Delegates
February 11, 2021	Online Voting runs from 5:00-8:00 pm MST
February 12-13, 2021	Officer Candidate Interviews through Zoom.
February 15, 2021	All Officer Candidates will be introduced at the Opening Session. State Executive Council Finalists will be announced during the Opening Session.
February 17, 2021	State Executive Council Positions will be announced during the Awards Session. National Officer Candidates, if applicable, will be announced during the Awards Session.
February 22, 2021	Tentative New Officer Team and National Officer Candidate Orientation Meeting

Scoring Rubrics

Officer Packet Rubric						
The committee will evaluate the candidate's resume, transcript, 100-word statement, cover letter and letter of recommendation to evaluate the following items.						
	Little or None	Below Average	Average	Good	Excellent	Points Earned
Experiences: <ul style="list-style-type: none"> ● Responsibility ● Teamwork ● Leadership 	1-2	3-4	5-6	7-8	9-10	
Involvement: <ul style="list-style-type: none"> ● In BPA ● Outside of BPA 	1-2	3-4	5-6	7-8	9-10	
Scholastics: <ul style="list-style-type: none"> ● Academic Excellence 	1-2	3-4	5-6	7-8	9-10	
Other: <ul style="list-style-type: none"> ● Reason for Running 	1-2	3-4	5-6	7-8	9-10	
Total Points (70 Maximum)						
Score (Points x 15%)						

Campaign Speech Rubric						
The committee will evaluate the candidate's speech using the following items:						
	Little or None	Below Average	Average	Good	Excellent	Points Earned
Speaking Skills <ul style="list-style-type: none"> ● Confidence ● Knowledge of Speech ● Pace ● Voice ● Stayed within time limit 	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	1-2	3-4	5-6	7-8	9-10	
	0 (No)				10 (Yes)	
Total Points (50 Maximum)						
Score (Points x 15%)						

RESOURCES

1. BPA Fact Sheet
2. BPA Style Reference Manual
 - a. Production Standards
 - b. Letter
3. 100 Word Statement Examples

Letter

First Page Top Margin: 2"
Second and Subsequent Page Top Margin: 1"
Side Margins: 1"
Use open punctuation

November 16, 20__ *(use current date unless otherwise specified)*

(QS)

Mr. Larry Brown, President
Brown Office Supplies
1101 Horte Road
Chicago, IL 60601-1234

(DS)

Dear Mr. Brown

(DS)

ACCOUNT BALANCE *(if no subject line, then only DS after salutation)*

(DS)

Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon.

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

Please contact Roger Owens, your account representative, at 601-555-0014.

(DS)

Sincerely

(QS)

Nancy Wells
Chief Executive Officer

(DS)

xx

(DS)

Enclosure(s)

(DS)

c Roger Owens
Harvey Rosen

LETTER—Second and Subsequent Page Header
At left margin: Name of Addressee or Company
(key the word Page followed by the page number) Page 2
Date
Spacing of Header Information: SS

100 WORD STATEMENT EXAMPLES

“‘Life is not tried, it is merely survived if you’re standing outside the fire.’ These words ring true for everything in BPA. Being involved in an amazing organization has brought me many opportunities personally and professionally. It has also brought a variety of leadership opportunities. I want to step into the fire of success with BPA and spread the flame of BPA as a State Officer. I want to motivate others to heat up their life with involvement in an organization that has meant so much to me and that I know will help create a bright future for everyone!”

“Becoming a state officer for Business Professionals of America would be a challenge, privilege, and an opportunity to connect with all Ohio members. I believe acquiring this position would further enhance my skills in leadership, responsibility, and teamwork, which will guide me to excel in my future. Through encouragement, I hope to motivate members to participate in all aspects of BPA including competitions, Torch Awards, and the BPA Cares Program. Inspiring members to excel in their future goals is something I wish to achieve. With proper effectiveness in this position, I hope to set an example for future members.”

“Being in Business Professionals of America opens new doors to our state’s young generations. While being in the program, I would like our young generations to explore the business world as much as possible. I want to be a state officer because I want to make a difference in Business Professionals of America’s future. I possess qualities such as dependability, leadership, and creativeness that can help our organization thrive. Whether it be competitions, community service, or any other task BPA proposes, I would love to take on the task and grow our BPA community by being in the state office.”

“Through Business Professionals of America, I have continued to set new goals to enhance my success within the organization by setting my goals higher than I would have ever imagined. My business program and BPA have taught me so much I want to become more involved with members at the state level. I believe I would enhance the officer team with my well-rounded skills and achievements in academics and the organization. I am prepared to dedicate my time to creating a higher awareness of the organization to grow membership while promoting our state’s achievements in competitions and community service.”

“I would like to become a BPA State Officer so that I could have the opportunity to help spread the inspiration and experience I have gained through Business Professionals of America to my peers and other members. I have been very involved in my local chapter including holding leadership roles, participating at the state and national levels, and attending the previous two Fall Leadership Conferences. I could take the experience I have gained through these opportunities and use them to help keep moving BPA forward.”

“Business Professionals of America has given me the opportunity to dream bigger about my future. My biggest goal is to help BPA do the same for each and every one of you. I believe the best way to achieve this goal is to run for state officer. I have been blessed to hold a leadership position in BPA since my freshman year, being a class representative. My other leadership opportunities include being a leader on and off the field for my school’s Varsity Soccer team and Varsity Baseball team, and as a member of National Honors Society. Let’s Dream bigger together.”