



NATIONAL OFFICER HANDBOOK

2021-2022

General Information

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the National Executive Council Election for prospective candidates. Electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

Candidates will be selected by the Board of Directors to represent NM FCCLA as National Executive Council at the National Leadership Conference. Those elected candidates will then campaign at the NLC and follow all campaigning rules and guidelines in the National Executive Council/Advisor Handbook. The handbook and speech topic will be posted on <http://fcclainc.org/youth-leaders/national-elections-information.php>

National Executive Council

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

Offices of the National Executive Council

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

Candidate Information

Paperwork Deadline

The candidate must submit the following items to the State Office by February 12:

- Completed Officer Candidate Application <https://tinyurl.com/2021NMFCCLANOC>
- Speech on related topic (Found on National Elections Information Mid-February) <http://fcclainc.org/youth-leaders/national-elections-information.php>

Qualifications

National Executive Council members shall have the following qualifications:

- Currently an active member in an affiliated chapter and have been an active member in good standing for at least one year
- A minimum of one year (equal to 1 Carnegie Unit) of comprehension or occupational Family and Consumer Sciences classes
- Approval of state association, Board of Directors, local chapter, and Principal.
- Not a present or former member of the National Executive Council
- Minimum 3.0 GPA (non-weighted), cumulative for the past three semesters

Application Process

A slate of up to two Secondary National Officer Candidates will be chosen to represent NM FCCLA.

- National Officer Candidates will be evaluated on the following criteria:
- Officer Candidate Application <https://tinyurl.com/2021NMFCCLANOC>
- Speech on related topic
- Interview
- FCCLA Knowledge Test (completed at State)

Application Review

- Each candidate's application form and materials will be carefully reviewed for accuracy and completeness.
- Candidates who submit an **incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**

Notification of Eligibility

- All candidates will receive notification from the State Office concerning the status of their application for National Officer Candidate candidacy.
- Notification will be made by the State Office to the national officer candidate and the Local Chapter Advisor via email correspondence.
- Notification will be made **when New Mexico FCCLA Board of Directors gives final approval.**

Following state support, the candidate will:

- Again, thoroughly review all information contained within this Handbook; as well as the National Executive Council Handbook
- 2021 Complete National Officer Intent to Run form
- 2021 National Officer Candidate Application

Officer Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by **February 12**. The submitted packet should include the following:

Officer Candidate Packet:

- Officer Candidate Checklist (signed by candidate and advisor)
- Officer Candidate Application <https://tinyurl.com/2021NMFCCLANOC>
- Ensure that the candidates understands the expectations, qualifications and required sessions of National Officer Candidates
- Develop speech related topic provided that illustrates the candidate's professionalism, public speaking abilities and personality.
- Prepare for interview with Board of Directors
- Acquire a comprehensive understanding of FCCLA's history, structure and current opportunities.

All materials must be submitted no later than **February 12 before 5:00 pm MST** online at <https://tinyurl.com/2021NMFCCLANOC>. **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 Certification

I certify that I am a member in good standing of the _____ Chapter of FCCLA. 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 National 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 International 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 FCCLA and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State 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 FCCLA. 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 business/marketing 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. 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: _____