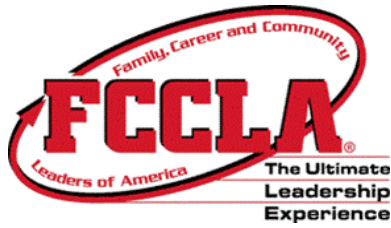




FCCLA STATE EXECUTIVE COUNCIL  
VIRTUAL ELECTIONS  
2020-2021



New Mexico FCCLA  
1500 S Ave. K  
ENMU-Station 61  
Portales, NM 88130  
[www.nmctso.com/fccla](http://www.nmctso.com/fccla)

**MEMORANDUM TO:** New Mexico State and National Officer Candidates and Advisors  
**FROM:** Linda Orick, State Executive Council Coordinator,  
Donna Corder, New Mexico FCCLA State Advisor  
**CC:** Christine Phipps, New Mexico CTLP State Director  
**DATE:** December 2020  
**SUBJECT:** Executive Council Handbook and Paperwork

**Congratulations on pursuing the challenge of running for an office with New Mexico FCCLA!** Being an officer candidate is an accomplishment in itself and a fantastic opportunity to learn, strengthen professional, communication and leadership skills, as well as make new friends! Remember, stepping out of your comfort zone and trying new things is the best way to grow.

The following packet contains important information concerning New Mexico FCCLA State Executive Council candidacy. Ensure that you completely review the information in this Handbook pertaining to your duties in relation to being a Candidate.

Before you jump in with both feet, there are a few things you need to consider. Being an officer candidate involves a time commitment and responsibility to the organization. **FCCLA needs to be a top priority for an entire year next to your academics!** There will be times when other activities and interests may conflict with FCCLA. It is sometimes a sacrifice, but if you ask any past officer, they will agree that the benefits overshadow the sacrifices tenfold. Just keep in mind when evaluating your commitments for the coming year that FCCLA must be a top priority.

- Read as much about FCCLA as possible, including this entire document. Another important resource to review is information published on the national website [www.fcclainc.org](http://www.fcclainc.org), [www.nmctso.com/fccla](http://www.nmctso.com/fccla), and other resources.
- Contact past officers and candidates for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
- Before the election process, sit down with your school administrators, chapter advisor, and parents to discuss the commitments and activities of officers. It is important to have their support from the beginning.
- Ask your advisor or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
- Check your wardrobe and grooming. A neat, professional appearance is important.
- Practice, practice, practice, and ask questions!

During the upcoming State Leadership Conference, you will hit the ground running! Refer to this packet for a list of responsibilities and paperwork that is due.

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## **GENERAL INFORMATION**

### **Purpose**

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the State 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, voting delegates, and advisors.

## **STATE OFFICER TEAM**

### **Definition and Role**

State officers are known collectively as the “State Executive Council.” They are the student representatives for the entire New Mexico membership. They represent the state organization at various conferences and meetings throughout the state and nation during their term of office and may make recommendations to the Board of Directors. They are in charge of all meetings at the State Leadership Conference.

### **Composition**

According to the Policy and Procedures of NM FCCLA, The State Association shall have nine officers consisting of six high school officers and three Jr. Officers. A student must be an affiliated member for one year before running for office.

The officers shall be President, 1st Vice President/Parliamentary Law, Vice President of Community Service, Vice President of Public Relations, Vice President of Membership, Vice President of Programs, and three Jr. Officers – Jr. Vice President of Finance, Jr. Vice President of Membership and Jr. Vice President of Programs.

### **Designated Officer Positions**

Please note the following officer duties are generalizations of the roles and responsibilities you will be fulfilling during your term. Depending upon the year, some responsibilities may change or not be applicable.

### **Duties**

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

State officers will be responsible for duties normally associated with their specific offices. They will be responsible to carry out assignments given by the State Officer Coordinator, Board of Directors, or designees.

**President shall**

- Preside over all meetings of the organization and of the State Executive Council serve as a member of the State Board of Directors for the designated term, the executive committee, and other board committees by appointment.
- Create agenda for monthly SEC meetings and send to SEC
- Report results of State Board of Directors committee meetings to State Executive Council members
- Meet with State Officers and State Officer Coordinator/Advisor in summer to develop a Program of Work for the year.
- Preside at the installation at State Leadership Conference
- Attend State Officer leadership trainings
- Attend meetings with local chapters upon request and authorization from the State Officer Coordinator/Advisor or state office
- Attend Capital Leadership Training with State Officer Coordinator/Advisor, if state budget allows
- Attend and present at Fall Leadership Conference when held
- Participate in CTSO Legislative Day Training
- Create information for the membership about Capital Leadership Training to encourage attendance to CTSO Legislative Day
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**First Vice-President/Vice-President of Parliamentary Law shall**

- Assume responsibility in the absence of the president and keep the minutes of all State meetings and meetings of the State Executive Council
- Call the meeting to order in the absence of the president and entertain a motion for a temporary chair
- Review minutes of the previous meeting and call president's attention to any unfinished business
- Read correspondence directed to the council
- Submit minutes to State Officer Coordinator/Advisor within 1 week of the meeting
- Upon approval of the minutes, send a copy of the monthly minutes to the SEC as well as the state office
- Have the following items on hand for business meetings: (1) minutes of previous meeting, (2) list of committees previously appointed
- Responsible for keeping chapters informed on National Program Application due dates
- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Provide leadership in assuring that the business sessions for the State organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law

- Have the following items on hand for business meetings: (1) Bylaws; (2) Robert's Rules of Order, Newly Revised; (3) motion cards
- Work with Competitive Events Coordinator and Vice-President of Programs on the Parliamentary Procedure Event
- Conduct a Voting Delegate Orientation meeting at State Conference
- Serve as voting delegate at National Conference
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Vice-President of Community Service shall**

- Provide leadership in planning and implementing the organization's community service programs
- Provide input in the current National Outreach Project
- Research and promote the National Outreach Project as decided by the National Executive Council
- Seek potential leads for corporate sponsorships and partnership
- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Vice-President of Public Relations shall**

- Provide leadership in planning and implementing the organization's public relations programs
- Prepare the State FCCLA Newsletter monthly with input and articles from the State Executive Council and local chapters which will be distributed via the FCCLA Website and send out requests to local chapters.
- Provide input in the organization's publicity efforts
- Monitor NM FCCLA social media sites for the organization including but not limited to Facebook, Twitter, Instagram, etc. and report any inappropriate activity to the State Advisor.
- Submit changes periodically to the website and the social media.
- Attend State Officer leadership trainings
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Vice-President of Membership shall**

- Provide leadership in planning and implementing programs for membership promotion and development
- Provide input on the Alumni & Associates committee
- Provide input in updating and modifying the organization's membership campaign
- Set up Alumni registration for Seniors and Adults at the State Leadership Conference

- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Vice-President of Programs shall**

- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- Plan the state awards session recognition for the competitive events achievers.
- Serve with STAR Events Coordinator and State Advisor to plan Competitive Events.
- Develop plans for encouraging participation in competitive events.
- Review New Mexico Competitive Event Guidelines and STAR and Management Manual and make recommendations for changes at the State Officer Training.
- Work with the STAR Events Coordinator and State Advisor to secure Evaluators and Lead Consultants, and student Room Consultants.
- Assist and help lead orientations for volunteers, including, but not limited to Evaluators, Lead Consultants and Room Consultants.
- Submit a competitive events committee report to CTLP and State Advisor at the State Officer Training.
- If attending the national leadership conference, assist with the National STAR Events competition.
- Plan and implement appreciation items for the volunteers, including, but not limited to thank you letters.
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Jr. Vice-President of Finance shall**

- Attend State Board of Directors committee meetings
- Be knowledgeable about the finances of the State organization including how dues are spent and why
- Become acquainted with the State organization's budget for the current year
- Review financial records as presented to the Finance Committee
- Present a financial report to the delegates assembled at the State Leadership Conference business session
- Provide leadership in planning and implementing the organization's fundraising and financial development
- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtually or in person.

**Jr. Vice-President Membership shall**

- Provide leadership in planning and implementing programs for membership promotion and development
- Prepare a membership development articles for Teen Times
- Provide input in updating and modifying the organization's membership campaign
- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtual or in person.

**Jr. Vice-President of Programs shall**

- Attend State Officer leadership trainings
- Promote FCCLA through social media
- Provide leadership in planning and implementing the organization's individual recognition and peer education programs.
- Participate in monthly meetings with State Officers and State Officer Coordinator by virtual or in person.



## **Qualifications**

Based on the NM FCCLA Policies, the following are required for State Officers or National Officer Candidates:

- Currently an active member in an affiliated chapter.
- Must have membership affiliation for one year prior to running for state office
- High School candidate – One (1) year of Family and Consumer Sciences in the 9th grade or above. Jr. Officer Candidate - must be enrolled or have completed a FACS or FCCLA class
- 7<sup>th</sup> or 8<sup>th</sup> grade (Jr Officer) a freshman, sophomore, or Junior (HS) when elected.
- A responsible member of the Region/District/Chapter.
- Exhibited leadership ability in the organization.
- Have and maintain a scholastic minimum GPA of 3.0. and meets NMAA eligibility requirements.
- Must be 18 or younger during their year of service.
- Should have a sincere interest in the future improvement and development of the specific office which the nominee desires and should know the responsibilities of all other offices.
- Should have a sincere interest in the development and improvement of Family, Career and Community Leaders of America Organization, including all levels, local, regional, state, and national.
- Should have an understanding and thorough knowledge of Family, Career and Community Leaders of America, Inc., program of work and the purposes or the organization, and be familiar with the State Constitution, Policies, and the State Officer Handbook and Guidelines.
- Should be proficient in the use of parliamentary procedure.
- Should have the necessary time for the proper execution of the responsibilities of the office, including time and desire to attend all meetings, both scheduled and called, the office may impose. Be willing to sacrifice personal pleasure for the good of the organization.
- Should be willing to develop effective speaking qualities such as a clear, well-modulated voice, so that he/she could be able to speak at ease before a group.
- Should have the ability to express yourself in both oral and written composition. Typing skills are required.
- Should possess the following character traits: reliability, sincerity, industriousness, congeniality, self-confidence, and humbleness.
- Should be well-mannered, neat, and well groomed.
- Should possess the feeling of enthusiasm for FCCLA work to the point that you will be good “public relations” in everything you represent: in home, school, and community life.

**Term of Office**

The term of office shall be for one year or until a successor is elected and installed. A State Officer may hold a State Office for no more than 2 years (This does NOT include the year served on the Executive Council as counselor should that person become a National Officer candidate or as a Jr. Officer member).

**Financial Responsibilities**

The following are tentative financial responsibilities:

**State Officer Uniform**

- Boys - 1 White Oxford, 1 Black Oxford, 1 Pair Black Dress Pants, 1 Pair Khakis Pants, Black Dress Shoes, Black Dress Socks, 1 White Tie, 1 Black Tie
- Girls - 1 Black skirt or 1 Black Sheath Dress, 1 White Oxford, 1 Black Oxford, 1 Pair Black Dress Pants, 1 Pair Khakis Pants, Black Dress Pump Shoes, Off Black Pantyhose
- FCCLA Blazer and Polo will be provided by the FCCLA State Office if funds are available.

**State Officer Training**

- June Training (mandatory)– hotel, and most meals (paid by state office)
- National Leadership Conference (mandatory)– hotel, transportation, registration, meals (+/- \$1,500.00)
- Fall Leadership Conference (mandatory)– hotel, transportation, registration, meals (paid by state office)
- National Fall Conference (optional)- hotel, transportation, registration, meals (+/- \$1,000.00)
- Regional STAR Event Competition (mandatory)- transportation, registration, meals (chapter)
- CTSO Day (mandatory)- hotel, most meals (paid by state office)
- State Conference (mandatory) - hotel, registration, some meals (paid by state office)

\*Note most expenses will be covered by the State Office, unless funds are not available.

## **ELECTION INFORMATION**

### **Campaigning**

Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidate's name, including brochures and business cards, shall not be allowed by officer candidates or their supporters. Candidates will not campaign at any time before, during or after NM FCCLA State Meetings.

Candidates and/or their supporters may openly share that the candidate is running for office and may address the candidate's qualifications both verbally and in writing (social media) after their candidacy has been approved by the CTSO office. Candidates and/or their supporters must never make disparaging statements about another candidate.

Officer Candidates and/or their supporters must not purchase, create, or distribute any paraphernalia supporting the candidate, including but not limited to: business cards, brochures, stickers, etc.

### **Election Overview**

- Elections will be held within one week of the State Leadership Conference.
- In the event of more than 12 candidates running for office, a nominating committee will evaluate state officer candidates and determine the top candidates to move on to the final election process.
- Each candidate will take a test, present a short speech and participate in an interview.
- Notification will be delivered at a time to be determined in the conference headquarters. (Time may vary depending on number of candidates)
- Final presentation to the entire delegation will be during the Business Session.
- The nominating committee will interview the elected officers to assign officer positions. At that time officers will give their top 3 choices. (Interview time will be given the week before the State Leadership Conference)

### **Voting Delegates**

Each chapter will have one voting delegate.

- Each chapter voting delegate will receive one ballot to vote for 6 high school and 3 Jr. Officer Candidates.
  - 6 High School Officers:
    - President
    - First Vice President/Parliamentary Law
    - Vice President of Membership
    - Vice President of Community Service
    - Vice President of Public Relations
    - Vice President of Programs

- 3 Junior Officers
  - Jr. Vice President of Finance
  - Jr. Vice President of Programs
  - Jr. Vice President of Membership
- The chapter voting delegate will caucus with their chapter during the Business Session and cast their ballot by the designated time.
- Counting/Finalizing of ballots will be done by three Adults appointed by the State Advisor.

### Nominating Committee

The nominating committee will consist of the following:

- 5 adults and the State Officer Coordinator
  - One Alumni Member
  - One FCCLA Board Member
  - One Chapter Advisor
  - One Former State Officer Advisor or Former State Officer
  - One Community Supporter or Honorary Member
- A chair will be appointed by the State Advisor or State Officer Coordinator.

### Process

#### PART ONE

- Application - Each candidate must complete the Candidate Information Form online and submit all required documents by February 12 .
- Letter #1 - Approval of Candidacy
  - Officer Candidates will receive an email from the state office indicating if they are eligible to move to the next level.
- Test - Each officer candidate will complete a test comprising various types of questions regarding facts about FCCLA. A minimum score of **10** out of 15 is required to move to the next level.
- Speech - **All speeches must be emailed in prior to the State Leadership Conference for approval. Speeches will be emailed to [fccla@nmctso.com](mailto:fccla@nmctso.com) by February 22. Any late submissions will amount to loss of points on the final evaluation.**

#### PART TWO - (Only if there are more than 12 Officer Candidates)

- Speech - Each candidate will present a 2-3 minute speech on the conference theme to the nominating committee. The speech cannot include any type of campaigning.
- Interview - Each candidate will be asked one situation question by the Nominating Committee.
- A minimum of 70 percent of the total possible on the Rubric must be scored to meet the minimum requirements for final candidacy.

- Letter #2 – Final Slate of Candidates
  - Officer Candidates will be notified as to whether they will be presented to entire delegation

**PART THREE**

- Final Speech - The slate of final candidates will have the opportunity to give their speech before the entire delegation and answer one situation question.
- The final slate of state officer candidates will interview with the nominating committee and at that time will rank their preference of the specific office they would like to hold and why they would be best for the office selected.
- Letter #3-New Officers
  - Candidates will be notified stating they were elected to serve as a state officer for the upcoming school year or stating they were not elected.
  - The newly elected officers will participate in the installation ceremony at the Closing Session of the State Leadership Conference.
- New Officer Meeting
  - Newly elected state officers will meet at the conclusion of the State Leadership Conference with the State Officer Coordinator to receive further officer information.
  - Mandatory Summer Officer Training

**PART FOUR**

- State Officer Candidates will be evaluated on the following criteria:
  - Application Packet-----15%
  - FCCLA Knowledge Test-----15%
  - Speech and Interview-----30%
  - Delegation Votes-----40%
- Scoring rubrics for each category that the Nominating Committee use 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.

## **IF ELECTED AS AN OFFICER**

Once elected as an officer, you must remember that you have been elected by your peers to serve in a leadership position to help further the future of NM FCCLA! Serving as a member of the State Executive Council is a tremendous responsibility and an exciting, rewarding challenge. A year of new experiences and opportunities awaits you. Your year as a State Officer will include many new responsibilities that will include the following:

### **Planning**

The NM FCCLA State Executive Council will plan and implement their participation in the State Officer Training, National Leadership Conference, State Fall Rallies, National Fall Conference, Regional STAR Event Competitions, CTSO Day, State Leadership Conference, and other activities that may be added by the State Office. They will also take part in a variety of communications for NM FCCLA and NM CTLP, including but limited to Social Media posts.

### **Program Development**

During the Summer Officer Training, the State Executive Council will work on the Program of Work for the year. This includes a variety of events that will encourage members and advisors to participate in, along with the State Executive Council.

## **DUTIES FOR STATE OFFICER EXECUTIVE COUNCIL ADVISORS**

### Duties:

- Make sure your officer is corresponding with their team by
  - attending monthly planning meetings online or in person
  - active on social media pertaining to FCCLA
  - be in frequent communication with State Executive Council
- Enforce the official dress policy
- Provide transportation for the state officer to attend all required meetings
- Assist state officer with their duties as needed
- Make sure the state officer is knowledgeable about parliamentary procedure
- Assist state officer coordinator as needed
- Proofread FCCLA social media
- Assist officer with publicity efforts

## Officer Candidate Important Dates/Events

### Tentative Election Dates for Candidates and Voting Delegates

<p>February 12, 2021</p>	<p>State Executive Council and National Officer Candidate Applications Due Online</p> <p>Must be submitted online by 5:00 pm MST on Friday 12, 2021 at <a href="https://tinyurl.com/2021NMFCCCLASOC">https://tinyurl.com/2021NMFCCCLASOC</a></p> <p>Voting delegate and alternate delegate information collected, along with State Leadership Conference registration.</p>
<p>February 17, 2021 on or before</p>	<p>Status of Candidacy Emailed to Candidates</p> <ul style="list-style-type: none"> <li>• Approval will be emailed from Donna Corder, State Advisor, on or before January 17, 2021.</li> <li>• This email will also include the Zoom link for the Informational Meeting.</li> </ul>
<p>February 19, 2021</p>	<p>Informational Meeting about Elections-MANDATORY FOR ALL CANDIDATES AND ADVISORS</p> <ul style="list-style-type: none"> <li>• Candidates will also sign up for interview times and live oral FCCLA Knowledge Test</li> </ul>
<p>February 22, 2021</p>	<p>Officer Candidate Speech Due Date</p> <ul style="list-style-type: none"> <li>• All speeches must be typed and emailed to <a href="mailto:fccla@nmctso.com">fccla@nmctso.com</a> on or before February 22, 2021.</li> </ul>
<p>February 26, 2021 on or before</p>	<p>Speech approval will be emailed back to candidates on or before February 26, 2021.</p> <ul style="list-style-type: none"> <li>• Any revisions to the speech must be submitted by February 26, 2021.</li> </ul> <p>Ask a Candidate questions will be emailed to candidates on or before February 26, 2021.</p>
<p>March 1, 2021</p>	<p>Speech recordings must be emailed to <a href="mailto:fccla@nmctso.com">fccla@nmctso.com</a> on or before March 1, 2021.</p>
<p>March 5, 2021</p>	<p>Ask a Candidate questions responses emailed to <a href="mailto:fccla@nmctso.com">fccla@nmctso.com</a> on or before March 5, 2021</p>
<p>March 8, 2021</p>	<p>Business Meeting @ 6:30 pm MST MANDATORY FOR ALL CANDIDATES AND VOTING DELEGATES</p>



<p>March 9, 2021</p>	<p>Candidate picture, information, and posted on website and Instagram Account by 10:00 am MST</p> <p>Live Oral Test for Candidates Virtually</p> <p>Speeches Emailed to Voting Delegates and posted on Website</p>
<p>March 10, 2021</p>	<p>Meet the Candidate Event on Instagram</p> <p>Voting Link emailed to Voting Delegates</p>
<p>March 11, 2021</p>	<p>Online Voting runs from 5:00-8:00 pm MST</p>
<p>March 12-13, 2021</p>	<p>Officer Candidate Interviews through Zoom.</p>
<p>March 15, 2021</p>	<p>State Executive Council Finalists will be announced during the Opening Session.</p>
<p>March 17, 2021</p>	<p>State Executive Council Positions will be announced during the Closing Session.</p> <p>National Officer Candidates, if applicable, will be announced during the Closing Session.</p>
<p>March 22, 2021</p>	<p>Tentative New Officer Team and National Officer Candidate Orientation Meeting</p>

## Candidate Check List

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

### Officer Candidate Packet:

- € Candidate Check List (signed by candidate and advisor)
- € Candidate Information Form
  - <https://tinyurl.com/2021NMFCCCLASOC>
- € Candidate Certification and Agreements
- € Officer Candidate Code of Ethics
- € Social Media Contract
- € Medical Information/Delegate Form
- € Media Release Form
- € Advisor Contract
- € State Officer Calendar Contract
- € Removal from Office Form
- € 3 Letters of Recommendations from
  - Chapter Advisor
  - School Administrator
  - Chapter Officer
- € Official Transcript-Please mail your sealed transcript to:  
 NM FCCLA  
 ENMU, Station 61  
 Portales, NM 88130  
 ATTN: FCCLA State Officer Application

Note: Packets must be submitted online at <https://tinyurl.com/2021NMFCCCLASOC> by ***February 12, by 5:00 pm MST***. **All applications must be submitted once & be completed,** absolutely **NO** exceptions will be made.

After the applications have been received and reviewed, students and advisors will be notified by email:  
**Complete Application**-student is eligible to complete the next step in the state officer candidate process.  
**Incomplete Application**-student will be disqualified and will not be allowed to run for a state office.

**Please keep copies of all forms for your records.**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Advisor Signature

## **Candidate Information Form**

**Candidate Information will be collected through an online form at:**

<https://tinyurl.com/2021NMFCCCLASOC>

**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 Family, Career and Community Leaders 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 State 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 Family, Career and Community Leaders of America 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 Family, Career and Community Leaders 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 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 all conferences. 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: \_\_\_\_\_

## Candidate Code of Ethics

As a state officer 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 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 of 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 school approved chaperone.
- 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 ethic 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 officer coordinator, school officials and/or Board of Directors.
- As an officer of my CTSO, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these s 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

## 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 Family, Career and Community Leaders 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 FCCLA 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 member of the Officer Team.

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 Family, Career and Community Leaders of America
  - Interact with all membership on FCCLA Professional accounts
  - Post appropriately, respectfully, and thoughtfully
- Tentative Do’s & Don’ts

Do’s	Don’ts
Follow NM FCCLA social media platforms as well as allow NM FCCLA Staff to follow you	Block NM FCCLA 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 FCCLA 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 FCCLA news through all social media bases supported by FCCLA	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 Officer 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

## **Medical Information/Delegate Form**

Please follow the link below to access the form or  
email [sarah.kinlund@enmu.edu](mailto:sarah.kinlund@enmu.edu) for a copy:

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

## Media Release Form

I grant permission to Family, Career and Community Leaders 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 FCCLA 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 FCCLA, 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: \_\_\_\_\_



<b>Advisor Contract</b>	
<b>Initials</b>	<b>I understand:</b>
	<ul style="list-style-type: none"> <li>● I am responsible to see that my state officer completes his/her requirements.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will attend all required meetings with my state officer, unless I am told otherwise by the State Advisor.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will keep the State Advisor informed of information that directly affects my student's performance as a State Officer.</li> </ul>
	<ul style="list-style-type: none"> <li>● When at State or National meetings, my student is to answer to the State Officer Coordinator first then to me as his/her chapter advisor.</li> </ul>
	<ul style="list-style-type: none"> <li>● I will be responsible to help assist other advisors.</li> </ul>
	<ul style="list-style-type: none"> <li>● I am responsible for financial responsibilities (sub, travel, meals, etc.) for all conferences and meetings.</li> </ul>

I have read and understand the New Mexico FCCLA Officer Candidate Handbook and Guidelines.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

I have reviewed this contract with the candidate's advisor. I will support the advisor if his/her student is elected to the State FCCLA Executive Council to carry out the above responsibilities.

\_\_\_\_\_  
Candidate's School Principal Signature

\_\_\_\_\_  
Date

## State Officer Calendar Contract

If elected and/or selected to the FCCLA State Executive Council, I agree that I **MUST** carry out the following responsibilities:

### Meeting Responsibilities

You must be able to make **ALL** of the following:

Meeting	Tentative Dates
State Officer Training	June 6-10, 2021
National Leadership Conference (if chapter funding allows)	June 27 – July 1, 2021
Fall Conference	October
State Officer Planning Meeting	January
Regional STAR Event Competition (local area)	December/January
CTSO Day at the Round House	January/February
State Conference	March

Monthly meeting will be set up by the State Officer Coordinator; these may be in person or via electronic means. Other events may be added at the State Officer Coordinators or State Advisor's direction.

I have read and understand all the information above.

Student Signature:	Date:
Advisor Signature:	Date:
Administrator Signature:	Date:
Parent/Guardian Signature:	Date:

## 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 officer who fails to adequately perform the duties of the office will be removed from office.
2. Any state 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 Directors.
3. Any state 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 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 officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the FCCLA Board of Directors 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 FCCLA as well as the State Officer Coordinator.

I understand, if removed, I will immediately return all materials purchased by NM FCCLA. This includes: state officer uniform, state officer pin, polo, etc.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Officer Candidate Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Local Advisor Signature**



## NEW MEXICO STATE OFFICER CANDIDATE EVALUATION FORM

Candidate's Name: \_\_\_\_\_ Region \_\_\_\_\_

Type of candidate: \_\_\_\_\_ State Officer \_\_\_\_\_ Jr. Officer \_\_\_\_\_ National Officer

**Instructions:** Write the appropriate points under the actual point's column, note comments and total points in the space provided below. This evaluation form will be given to the State Officer Candidates, so please be appropriate with your comments.

OFFICER CANDIDATE PACKET	Possible Pts.	Actual Pts.	COMMENTS
CTSO STATE OFFICER APPLICATION	2		
• Grammatically correct	1		
Letters of recommendation – Adviser	1		
Letters of recommendation – School Administrator (Principal)	1		
Letters of recommendation – Chapter Officer	1		
State Officer Candidate Worksheet	2		
• Clear, consistent, grammatically correct	1		
Short answers	2		
• Clear, consistent, grammatically correct	1		
Official Signature Forms	1		
Medical Information/Delegate Conduct Form	1		
Official School Transcript	1		
Score summary for officer candidate packet	<b>15</b>		
<b>TEST</b>	<b>Possible Pts.</b>	<b>Actual Pts.</b>	
Score summary for test	<b>15</b>		
<b>SPEECH</b>	<b>Possible Pts.</b>	<b>Actual Pts.</b>	
Knowledge of organization	3		
Public speaking skills	3		
Address speech topic provided by State FCCLA	2		
Ability to express self and ideas clearly	2		
Score summary for speech	<b>10</b>		
<b>SITUATION QUESTION INTERVIEW</b>	<b>Possible Pts.</b>	<b>Actual Pts.</b>	
Ability to express self and ideas clearly	3		
Public speaking skills	2		
Ability to evaluate and appropriately respond to situation questions	5		
Score summary for situation question interview	<b>10</b>		
<b>GENERAL PRESENTATION STYLE</b>	<b>Possible Pts.</b>	<b>Actual Pts.</b>	
Professional appearance	2		
Body language/mannerism/eye contact	4		
Voice: pitch/tempo/volume	4		
Score summary for general presentation style	<b>10</b>		
<b>VOTING DELEGATES</b>	<b>Possible Pts.</b>	<b>Actual Pts.</b>	
Score summary for voting delegates	<b>40</b>		
<b>TOTAL POINTS</b>	<b>100</b>		

Election voting delegate: \_\_\_\_\_