2027-2028

STATE EXECUTIVE COUNCIL

OFFICER HANDBOOK & APPLICATION

New Mexico HOSA
1500 S. Ave K
ENMU-Station 61
Portales, NM 88130
www.nmctso.com/hosa

CONGRATULATIONS! The decision to run and serve as a New Mexico HOSA State Executive Council is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State Executive Councils serve as the leaders of New Mexico HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.

Running for office and serving as a State Executive Council will be a positive, life-shaping opportunity. The *New Mexico HOSA State Executive Council Handbook* details the important issues of State Executive Councils and provides the specific election process, procedures, and applications.

IS RUNNING FOR STATE EXECUTIVE COUNCIL OFFICER RIGHT FOR ME?

The opportunities provided to State Executive Councils are tremendous and many of the state Executive Council alumni count their time as an Executive Council as a pivotal experience in their life. Along with the opportunities and benefits of being on the Executive Council come many important responsibilities. Those interested should carefully consider the decision to run for state office and what it requires.

The average State Executive Council will spend five to ten hours a week working on their State Executive Council assignments and responsibilities. Prior to State Executive Council meetings, conferences and HOSA events the amount of time required tends to spike as Executive Councils finalize preparations and polish up assignments. It is important to realize that, although academics remain the number one priority, Executive Councils will not be able to fall behind in their responsibilities as a HOSA Executive Council. Executive Councils will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.

It is important to understand that if elected, Executive Councils will be required to attend conferences, Executive Council meetings and HOSA events throughout the year. Executive Councils will not be allowed to leave early, come late, or miss any parts of these events (except in the case of an extreme emergency) without permission. Executive Councils have frequently had to miss out on big games, dances, trips, etc. because they conflicted with their state Executive Council responsibilities. The expectation is that state Executive Council responsibilities and commitments will take priority after an Executive Council's academics.

Anyone willing to make this kind of commitment and that has the drive to succeed and the encouragement and dedication to get the job done should seriously consider running for state office! If unsure, it is recommended members consult with their local advisor and get their opinion and advice. Those who decide to run for office can be assured that holding state office will be one of the most memorable experiences of their life and one of the most effective career preparation experiences they could ever have while in high school.

GENERAL INFORMATION

Purpose

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

State Executive Council

Definition and Role

State Executive Councils are known collectively as the "Student 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.

The Student Executive Council is composed of up to five (5) Executive Council positions who are elected annually at the State Leadership Conference.

- President
- Vice President of Communications
- Vice President of Leadership
- Vice President of Membership
- Vice President of Outreach

Term of Office

State Executive Council's term of office shall be from the end of the State Conference in the year in which they are elected until the close of the following the State Conference.

Eligibility

- Each chapter may have a maximum of two candidates per school. The chapter advisor is the only person authorized to determine which students may be declared applicants for State Executive Council.
- Active member of HOSA for one year before running for office.
- Endorsed by the chapter, chapter advisor, school principal, and parent if enrolled in a secondary program.
- Satisfactoryly pass a qualifying exam.
- Minimum cumulative GPA of 3.0 on a 4.0 scale and no F's in any course.
- Submit to a qualifying process as established in policies and procedures during the State Leadership Conference.

Designated Executive Council Positions
Please note the following Executive Council positions 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 State Executive Council shall perform the duties provided in this section and such other duties as are prescribed for the office in the NM HOSA Bylaws, by the Student Executive Council, or in the adopted parliamentary authority.

State Executive Council teams will be responsible for duties normally associated with their specific offices. They will be responsible to carry out assignments given by the State Executive Council Coordinator, Board of Directors, or designees or as listed in this guide.

Other specific duties based on each position include, but are not limited to:

President

- preside over all business meetings;
- preside over the State Executive Council meetings;
- appoint all committee chairmen and members, as necessary;
- develop the Student Executive Council program of work for the term of office;
- in cooperation with the officer team and State Executive Council Coordinator, prepare an agenda for each meeting of the State Executive Council Team and State Association conference;
- prepare and deliver a challenge to all NM Chapters;
- monitor and support all other Executive Councils in their duties;
- promote the development, general welfare, and growth of HOSA;
- serve on the New Mexico CTE Board;
- attend the NMCTLP Monthly Presidents Meetings

Vice President of Communications

- serve in any capacity as directed by the President;
- serve on any committees set by the President;
- accept the responsibilities of the President as occasions may demand;
- to coordinate the use of social networks and the state website to promote New Mexico HOSA;
- ensure that communication with outside entities is completed in a professional and timely manner;
- to keep a complete and accurate account of the proceedings of the meetings;
- read the minutes of meetings and call the President's attention to any unfinished business;
- promote the development, general welfare, and growth of HOSA.

Vice President of Leadership

- serve in any capacity as directed by the President;
- serve on any committees set by the President;
- accept the responsibilities of the President as occasions may demand;
- assist the President by meeting with all committees to coordinate the program of work and
- ensure that all activities are in order keeping with the association practices;
- come up with ways to boost applications for State Officer positions;
- promote leadership opportunities, such as workshops, in New Mexico;
- promote the development, general welfare, and growth of HOSA.

Vice President of Membership

- serve in any capacity as directed by the President;
- serve on any committees set by the President;
- accept the responsibilities of the President as occasions may demand;
- to coordinate membership drives and presentations;
- organize and distribute buddy chapters;
- promote member participation in community service opportunities;
- promote the development, general welfare, and growth of HOSA.

Vice President of Outreach

- serve in any capacity as directed by the President;
- serve on any committees set by the President;
- accept the responsibilities of the President as occasions may demand;
- enhance community service initiatives (ie. National and State service projects);
- secure and lead a sponsorship action plan for council
- help recruit exhibitors for the State Leadership Conference
- facilitate communications to state legislators.

ALL Executive Council officers shall:
• Lead the general student membership of New Mexico HOSA. • Establish an annual Program of Work composed of team and individual goals that will benefit New Mexico HOSA. • Communicate regularly and respond promptly to all inquiries for information. • All correspondence must be reviewed by state staff. • Represent New Mexico HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA. • Conduct chapter visits throughout the state. • Participate with all HOSA social media activities • Complete all required reporting documents and keep state staff updated on progress. • Contribute to the planning, preparation, and implementation of New Mexico HOSA conferences. • Work with the Board of Directors and state staff to lead New Mexico HOSA membership. • Fulfill the duties of appointed office, including attendance at all meetings, events, and conferences. • Complete all assignments and projects in a timely manner. • Submit reports on State Executive Council projects and activities that benefit HOSA.

Overall Responsibilities
State Executive Councils must comply with policies and procedures as established by the Board of Directors. Specifically, state Executive Councils shall:

- Attend all meetings as scheduled:
  - Tentative State Officer Meetings
    - Summer Leadership Training — Portales, New Mexico | June 6-10, 2027
    - International Leadership Conference — Philadelphia, PA | June 22-25, 2027 (Strongly encouraged)
    - Monthly Zoom Meetings — TBD
    - Monthly Presidents Meetings — TBD (President Only)
    - Fall Leadership Rallies — Varies | October 2027
    - State Planning Meeting — Santa Fe, New Mexico | January 2028
    - CTSO Day — Santa Fe, New Mexico | January/February 2028
    - State Leadership Conference — Albuquerque, New Mexico | March 2028

- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership, not those of the individual Executive Council.
- Maintain correspondence with typed, proper style communications.
- Wear the Organization's official dress when representing HOSA and when traveling by public transportation.
- Submit a monthly report of participation in HOSA activities to the State Executive Council Coordinator and State Advisor.
- Participate in competitive events at the State Leadership Conference.
- Notify the State Executive Council Coordinator immediately of circumstances which prevent carrying out an assignment or duty.

- Be available to represent NM HOSA as requested and approved by the State Association.
- Abide by the Code of Ethics as established by the State Association.
- Serve as a Voting Delegate at the International Leadership Conference following the election of the position.
- Obtain at least one sponsorship for the State Leadership Conference.
- Work cooperatively with all State Executive Council team members to establish and carry out goals, objectives, and a program of work for the year.
- To be available, as necessary, to promote the general welfare of the New Mexico Association, and their members.
- To strive to increase higher knowledge of correct Parliamentary Procedure.
- To perform or assist in the performance of any other duties which may be requested by New Mexico Association members, advisors, State Staff, State Advisor, or State Executive Council Coordinator.
- Communicate with the State Executive Council Coordinator at least once a week during the school year, or a time set up by the State Executive Council Coordinator.
- Every grading period a copy of the official report card shall be signed by the chapter advisor and will be emailed to the State Executive Council Coordinator.
- Officers elected to serve on the State Executive Council can not serve as a local chapter officer during their term of service as a State Officer.

Chapter Advisor Role

The respective Chapter Advisor for each candidate plays an important role during the application process. We highly encourage Chapter Advisors to work side-by-side with each of their approved candidates to ensure that all components of the application are completed accurately and uploaded by the required deadlines. Additionally, we would appreciate making sure they understand the full scope of each individual officer role in which they are interested and ensure that they will have the time available to fulfill the responsibilities associated with each position.

Chapter Advisor Responsibilities

- Review forms and materials of all candidates and screen as necessary to meet the maximum number of candidates allowed per chapter.
- Approve all material and sign all required paperwork by the deadline
- Understand that registration and transportation to and from the following events is the responsibility of the local chapter:
    - Summer Training
    - Fall Leadership Rallies
    - State Planning
    - CTSO Day at the Roundhouse
    - State Leadership Conference
    - International Leadership Conference

State Executive Officer Support

If a candidate from their chapter is elected to serve as an officer, we ask that chapter advisors be willing to support them and commit to helping hold them accountable throughout their term in office. Our goal is to partner with chapter advisors to ensure that this is a very rewarding and beneficial experience for their chapter representative. The State Executive Officer Coordinator will keep the Chapter Advisor informed on all important team communications, as well as any specific situations that may arise with officers from their chapter.

ELECTION INFORMATION

Local advisors should receive this information from the www.nmctso.com/hosa website. Candidates are to complete the online application and submit with required attachments by the due dates listed on the NM HOSA Calendar.

PRIOR TO SLC PROCESS

Review Process
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 Executive Council candidate process.
- Incomplete Application - Any incomplete applications or applications that do not meet requirements will be will be disqualified.

Those applicants that meet the minimum qualifications will move on to the next step of the process.

Candidate Briefing Meeting
Candidates will be required to attend a Candidate Briefing Meeting virtually prior to the State Leadership Conference. A parent and local advisor will be required to attend.

ON-SITE PROCESS AT SLC

Candidate Test and Orientation:
State Executive Council applicants will complete a 25-question candidate test with a proctor with 30 minutes to complete the test. Those scoring 70% or higher will advance to interviews. Those scoring under 70% will not be allowed to continue in the process. After scoring the candidate exams, applicants who are moving on to the interview will randomly be assigned an interview time.

The State Executive Council Candidate Test is a mix of HOSA knowledge questions along with parliamentary procedure. Please remember that HOSA follows Robert's Rules of Order, Newly Revised. The best way to study for this exam is to browse the HOSA website, taking note of HOSA HQ staff, current and recent past National Executive Council members, HOSA history, and so on. A Study Guide will be shared with candidates.

Interview
Interviews will take place immediately following the test and will last approximately 8-15 minutes depending on the number of candidates. Candidates will interview with a Review & Slating Committee that will slate all officer positions.

Slating
The Review & Slating Committee will slate candidates for offices. The committee is not required to slate candidates for all offices and the committee is not required to slate all candidates. The committee will take into consideration the

candidate's application, test scores, and performance at the interview when slating you for the position each candidate will run for based on the committee's determination.

Posting
The official officer slate will be posted once the Review & Slating Committee has finalized their recommendations.

Candidate/Delegate Meet & Greet-MANDATORY
The Meet & Greet is an opportunity for the candidates to introduce themselves and meet the voting delegates. This event is MANDATORY for all candidates to attend.

Campaign Speeches
Candidates will be required to deliver a 3 minute speech during the Opening/Business Session. Campaign speeches cannot exceed 3 minutes. Visual aids or audiovisual productions are NOT permitted.

Campaign Rules
NO campaigning is allowed prior to the State Leadership Conference. Campaigning may begin once the slate is announced.

Candidates cannot create or distribute campaign materials, including but not limited to: stickers, buttons, brochures, and pamphlets.

- Candidates cannot use social media sites. Social media and all electronic media (including but not limited to: email, Facebook, Twitter, Instagram, Snapchat, etc.) announcements stating an applicant's candidacy are considered campaigning and could result in disqualification.
- All candidate promotion must only be done by word of mouth.
- There will be no props, favors, or other campaign materials distributed during the campaign.
- The campaign rules and regulations must be strictly adhered to at the conference. ANY VIOLATION OF CAMPAIGN RULES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.

Voting
Voting will take place immediately following the Business Session. Voting delegates will be emailed information about voting by NM HOSA Staff.

New Council Announcement
The new New Mexico HOSA State Executive Council will be announced during the Closing Session.

CANDIDATE REVIEW AND SLATING COMMITTEE

Committee Members

- The committee will be led by the State Executive Officer Coordinator(s) who will serve as the Chair of the committee.
- Members
  - One Past New Mexico HOSA State Executive Officer or New Mexico HOSA Alumni member
    - Member must have graduated at least three years prior
  - One NMHOSA Board Member
  - Two Local Chapter Advisors
    - Advisors cannot have a current candidate running.
  - Two Student Members selected by the Committee Chair
  - One Community Member

CANDIDATE FORMS

Resume Format Requirements
Candidates are required to submit one copy of their resume with this application. Resumes must follow these format requirements. Any resumes that do not follow the requirement will NOT be distributed. The candidate resumes will be provided to the Nominating Committee members and Voting Delegates so that they can learn more about you as a candidate.

Paper Size: 8 1⁄2 x 11 format
Type of Paper: Plain white paper only with black type (typewriter or computer generated). Resumes with the use of color paper, color pictures, or color type **will NOT** be distributed.

What MUST be included on your resume (in any order)

- Your full name, school, state, and current grade level. (Do not use home address or phone numbers)
- HOSA Achievements (i.e. Offices held at the local, state and national levels)
- Number of Years as a HOSA member
- Other Achievements (i.e. Honors, awards, offices held in other organizations)
- Summary Statement explaining: "Why You Want to Be a New Mexico HOSA State Executive Council."
- Your one-page resume must include the above information but is not limited to only those topics. It is acceptable but not required to use a photo, but the photo also must be black and white.

EXECUTIVE COUNCIL CANDIDATE CHECKLIST

State Executive Council candidates will be expected to submit a State Executive Council Candidate Packet by **March 1 by 5:00 pm MST.**

Application must include the following and if not complete they will not be considered:

Executive Council Candidate Check-Off List

- State Executive Council Candidate Checklist
- Candidate Information Sheet (Completed online at https://tinyurl.com/NMHOSASOC2728)
- Candidate Certification/Agreements
- Full Color Headshot in Professional Attire
- State Executive Council Candidate Code of Ethics
- State Executive Council Social Media Contract
- Medical Information/Delegate Form
- Media Release Form
- State Executive Council Candidate Agreement
- Calendar Contract
- Reasons for Removal from Office Contract
- Resume
- Official School Transcript
- Letters of Recommendation (2)
    - Advisor
    - School Administrator

Note: Packets must be submitted at https://tinyurl.com/NMHOSASOC2728 by ***March 1 by 5:00 pm MST***. Packets not meeting the 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/NMHOSASOC2728*** **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 NMHOSA. 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.

_____ Date: _____
Candidate's Signature

Candidate/Parent Agreement

Candidate/Parent Agreement
If elected, I will attend the required events, 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 NMHOSA 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.

_____ Date: _____
Candidate's Signature

_____ Date: _____
Parent/Guardian's Signature

Advisor/Principal Agreement

Advisor/Principal Agreement
The above candidate is a member in good standing of the _____ Chapter of NMHOSA. 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 CTE 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 highly recommended International 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 International offices of the Association or the candidate will be asked to resign from office.

_____ Date: _____
Local Advisor's Signature

_____ Date: _____
Principal's Signature

hosa future health professionals NEW MEXICO

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 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 local, state and national organization with respect. This means that, for my term of office, any content I post on such things as Instagram, Facebook, YouTube 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.

_____ Date: _____

Candidate's Signature

_____ Date: _____

Parent/Guardian's Signature

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 NMHOSA 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 HOSA 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 NMHOSA
  - Interact with all membership on HOSA Professional accounts
  - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NMHOSA social media platforms as well as allow NMHOSA Staff to follow you	Block NMHOSA 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 HOSA 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 HOSA news through all social media bases supported by HOSA	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 _____

Medical Information/Delegate Form
Please follow the link below to access the form: https://nmctso.com/hosa/officers/

Media Release Form

I grant permission to NMHOSA, 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 HOSA 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 HOSA, 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: _____

State Executive Council Candidate Agreement

Becoming a State Executive Council member requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated must sign this agreement. State Executive Council candidates should understand that, if elected, attendance at all State Executive Council meetings and activities is mandatory and that failure to attend any of these meetings can result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the State Management Team they fail to comply with State Executive Council responsibilities/assignments or participate in activities/conduct which would reflect negatively on New Mexico HOSA or the State Executive Council Team.

If elected, the candidate agrees to:

- Attend and participate in all meetings (including, but not limited to, State Executive Council meetings, State Executive Council trainings, district, regional, state and International conferences) and attest that: "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Executive Council Coordinator, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the New Mexico HOSA Conduct Code, I can be removed from office. Should I fail to complete the duties of of my office.
- Perform to the best of his/her ability the duties of the elected office.
- Maintain a GPA of 3.0 or better based on a 4.0 scale during their term of office with no F's in any class.
- Maintain active membership in a Secondary chapter by signing up for membership and paying national and state dues
- Participate in ALL activities scheduled by the State Director, State Executive Officer Coordinator, or Local Chapter Advisor

The Parent(s) and Candidate Agree To:

1. Authorize the release of scores received for the State Executive Council Candidate Exam to the members and advisors.
2. Pay for certain costs associated with being a State Executive Council as may arise throughout the year.

The Parent(s) Agree To:

1. Permit the candidate to participate in all scheduled New Mexico HOSA activities, State Executive Council meetings, chapter visits, and other official State Executive Council duties.
2. If the student is elected, permit, and in the case of parents, authorize the student to visit New Mexico schools and participate in New Mexico HOSA chapter activities for the purpose of conducting official HOSA State Executive Council business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled New Mexico HOSA activities when they so desire.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified. (See information provided.)
2. Ensure the candidate's attendance at all New Mexico HOSA activities.
3. Permit the candidate to visit New Mexico schools and participate in HOSA chapter activities for the purpose of conducting official HOSA State Executive Council business.
4. Certify that the candidate has earned a GPA of 3.0 (4.0 base) with no F's in any class for the term preceding the election and that the officer maintains this during their term of office.
5. Read the Candidate Agreement and Participant Code of Conduct and discuss it with the student.

_____ _____

Candidate Signature Date

_____ _____

Chapter Advisor Signature Date

_____ _____

Parent/Guardian Signature Date

_____ _____

Administrator/Principal Signature Date

Note:
If you change schools at any time during your State Executive Council term, this document must be signed again and resubmitted.

STATE EXECUTIVE COUNCIL CALENDAR CONTRACT

If elected and/or selected to the HOSA 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 Executive Council Training	June 6-10, 2027 (mandatory)
International Leadership Conference (if chapter funding allows)	June 22-25, 2027
Fall Conference	October 2027 (mandatory)
State Executive Council Planning Meeting	January 2028 (mandatory)
CTSO Day at the Round House	January/February 2028 (mandatory)
CTE Board Meetings	Monthly (President and one other officer)
Monthly President Meetings	Monthly (President Only)
State Conference	Spring 2028 (Mandatory)

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

The President will also be required to attend a monthly CTLP Presidents Meeting through Zoom.

I have read and understand all the information above.

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

State Executive Council Reasons for Removal Form

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

Officers will follow an Accountability Tracker Merit/Demerit system that is included in the attachments to this handbook. The merit/demerit system is a method that establishes structure and accountability within the State Executive Council. It holds the State Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a State Officer.

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 Trustees.
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 NM HOSA 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 NMHOSA as well as the State Executive Council Coordinator.

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

_____ **Date:** _____

Officer Candidate Signature

_____

Parent/Guardian Signature

_____

Local Advisor Signature

ACCOUNTABILITY TRACKER

Merit/ Demerit System

Explanation of Behavior Expectations: As an elected member of the New Mexico HOSA State Executive Officer Council, each officer is responsible to the State association and local chapter at all times. Officers are expected to uphold the highest standards of personal conduct both in and out of school and during all events hosted by CTLP or New Mexico HOSA. Being a State Officer is an honor and it should be respected. An officer should strive to maintain high standards at school events and in private life. State Officers should also strive to gain and maintain the respect and support of the State Association, school advisors and officials, and the community at large. The merit/demerit system is a method that establishes structure and accountability within the State Executive Council. It holds the State Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a State Officer.

Please remember: Discipline is not a public matter and will be handled between the following parties only:

- CTLP Director-Christine Phipps
- NMHOSA State Advisor-Joanie DeBerry
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- NMHOSA State Officer Coordinators-Cassidy Le and Obed Blanco
- Local Advisor
- State Officer

A State Officer will receive a demerit when they fail to satisfactorily complete any responsibility. Demerits accumulate but can be erased through the merit system, which will be discussed later on.

Each month counts as a new cycle for demerits/merits.

Demerits will accumulate throughout the cycle. As a State Officer accumulates demerits, consequences will be incurred. Officers may erase demerits through the use of a merit system.

<u>TWO merits will erase one demerit</u>.

Demerits will not be erased by merits until the end of the last day of the cycle. Demerits not erased by merits will carry over to the following cycle. Unused merits will also carry over to the following cycle.

A merit system is implemented solely at the discretion of the Officer Coordinator and CTLP Staff. Merits are given for organization-related activities not required by the entire council and must be approved in advance by the Officer Coordinator. This could include attending extra activities or meetings, community service opportunities, or any other activity approved in advance by the Officer Coordinator. Merit forms must be turned in within 48 business hours of the activity in order to count.

At the beginning of the year, State Officers will receive access to their individual spreadsheet which will be kept in the organization's Google Drive Folder. Only the Officer and appropriate parties will have access to the spreadsheet. This spreadsheet will keep track of the member's demerits and merits throughout the year.
Example of Spreadsheet:

NEW MEXICO CTLP

FIRST AND LAST NAME

Officer Title

New Mexico Organization

Demerits			
	Date	Description	Amount
1	8.15	Late to Monthly Meeting	1
2	9.7	Excused Absence from Monthly Meeting	3
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
		Demerit Sub Total	4
		DEMERIT TOTAL	

Merits			
	Date	Description	Amount
1	9.15	Volunteered at American Heart Walk-2 hours	2
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
		Merit Total	2
		2	

NOTES:

Merits:
The merit system is a series of rewards for appropriate behavior and academic/community excellence. Merits may be used to "work off" any demerits accumulated. Merits are carried over from cycle to cycle. All merits must be pre-approved by the Officer Coordinator.

Merits will be kept on file and assigned by the Officer Coordinators..

These include, but are not limited to the following.

Below are examples of ways to get merits.. More can be added by the CTLP Staff and/or Coordinator.

All grades on report cards 90-100	1 merit
1 hour Community Service (up to 5 for the year)*(Must complete the form at https://tinyurl.com/CTLPCommunityService)	1 merit
Attendance at National Organization Meeting/Webinar	1 merit
Creation of Recorded Lessons, Guide, and Webinar for Members	2 merits
Extra Social Media Posts (up to 5 per year)	1 merit

** Must be signed by a local advisor.*

Merits can be turned in through our online system at:
https://tinyurl.com/CTLPAccountability23

Demerits:

The demerit system is a series of consequences for inappropriate behavior and infractions of the New Mexico HOSA Officer Handbook, Program of Work, Monthly Meeting Dates, etc. Demerits are assigned by the Coordinator and CTLP Staff based on the disciplinary action taken for the behavior.

Demerits may be worked off by accumulating merits. **For every 1 demerit given, it will take 2 merits to work off.**

Refusal to acknowledge the demerit by the Officer does not mean that the demerit does not exist.

Below are examples of demerits. More can be added by the CTLP Staff and/or Coordinator.

Tardy/Late to meeting/event	1 demerit
Leave early from meeting/event	1 demerit
Excused absence from a meeting (must be granted by the OfficerCoordinator at least 24 hours in advance)	3 demerits
Unexcused absence from meeting	4 demerits
Absence from event	5 demerits
Failure to complete weekly Social Media Post	1 demerit
Lack of Communication on Email or Text within 24 business hours	1 demerit
Absence from Summer Officer Training	5 demerits per day
Absence from at least ONE Fall Rallies Session	5 demerits
Absence from State Planning/Roundhouse	5 demerits
Absence from a CTLP Meeting	3 demerits
Absence from National event/meeting	3 demerits
Insubordinate behavior towards Coordinator**	3 demerits
Lack of respect for Council members**	2 demerits
Bad Attitude/Lack of Effort**	2 demerits
Ungraceful acceptance of discipline or demerits**	1 demerit
Disciplinary issue in the classroom**	2 demerits
Office Referral**	3 demerits
Local Sponsor Concerns**	3 demerits

*** More demerits may be issued depending on the severity of the incident; up to the Coordinator's discretion*

Consequences of Demerits:

1. A State Officer will be put on a Probation period of two months when they receive their **FIFTH** demerit.
    a. During the two month Probation period:
        i. The State Officer will have opportunities to remove the demerits from their record.
        ii. The State Officer cannot accumulate any further demerits. If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.
        iii. The State Officer will still be required to complete all regular duties and attend all events and meetings.
2. State Officers who are put on probation **2 times** due to demerits at any time during the year will incur consequences up to and including removal from the State Executive Officer Council.

NOTE: The merit and demerit system may be changed or amended by the CTLP Staff and/or Coordinator, as needed. Merits and demerits are not limited to the examples listed in this document. This overview is merely a guide to expected behavior and rewards or consequences for the State Executive Officer Council.

Probation:

If a State Officer is placed on Probation, a virtual meeting will be set up with the Probation Committee for your organization and the State Officer.

This Committee will include the following:

- CTLP Director-Christine Phipps
- NMHOSA State Advisor-Joanie DeBerry
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- NMHOSA State Officer Coordinators-Cassidy Le and Obed Blanco
- Local Advisor
- State Officer

During this meeting, the Probation Committee will review the terms of the probation period. At the end of the meeting, the State Officer will be emailed an official Probation Letter that outlines the terms of the probation and what action items are needed to be completed during the probation period.

Throughout the probation period, the State Officer will have the opportunity to remove demerits from their record by completing the action items outlined in the Probation Letter.

Failure to complete the action items listed in the letter may result in the State Officer incurring consequences up to and including removal from the State Executive Officer Council.

If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.

RELEASE FORM - for Candidates moving from a current chapter to a new chapter

Thank you for your interest in running for New Mexico HOSA State Executive Officer Team!

As an incoming new member to a new school, it is important that your new school and chapter also support you as a candidate and, if elected, as a State Executive Officer. To ensure that your new chapter approves of you as a candidate, please set up an **in person meeting** with your new school's chapter advisor and principal and have them complete the form below.

Name of Candidate: _____

High School Attending for the 2027-2028 school year: _____

HOSA Chapter Advisor at School Listed Above: _____

Email Address: _____

Contact Phone Number: _____

Principal: _____

The above candidate will be a member of the _____ Chapter of NMHOSA for the 2027-2028 school year and will be enrolled in a state-approved Health Occupation program..

The Chapter Advisor(s) and All School Officials Listed Agree To:

1. Ensure the candidate's attendance at all New Mexico HOSA activities.
2. Permit the candidate to visit New Mexico schools and participate in HOSA chapter activities for the purpose of conducting official HOSA State Executive Council business.
3. Certify that the candidate has earned a GPA of 3.0 (4.0 base) with no F's in any class for the term preceding the election and that the officer maintains this during their term of office.
4. Read the Candidate Agreement and Participant Code of Conduct found at www.nmctso.com/hosa/officers.

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.

_____ Date: _____

New Local Advisor's Signature

_____ Date: _____

New Principal's Signature