

2027-2028



**STATE EXECUTIVE COUNCIL
OFFICER HANDBOOK
& APPLICATION**



October 1, 2026

Dear Prospective SkillsUSA New Mexico State Officer Candidate:

We are excited that you are interested in exploring the opportunity to run for office with **SkillsUSA New Mexico** and serve students from across the state!

Serving as a SkillsUSA New Mexico State Officer provides an incredible opportunity to grow as a servant leader, strengthen your communication and interpersonal skills, develop your professional abilities, and make a meaningful impact on the organization and its members. Your experience as a State Officer can be both challenging and rewarding, providing you with skills and experiences that will benefit you throughout your education, career, and life.

Serving as a **SkillsUSA New Mexico State Officer** is a prestigious honor and a significant responsibility. State Officers are expected to demonstrate an exceptional level of dedication, **professionalism**, maturity, and commitment throughout the membership year. The position requires a significant investment of time, the ability to meet high expectations, a commitment to establishing and achieving measurable goals, strong communication skills, and the ability to work effectively with members, advisors, alumni, industry partners, and other stakeholders.

As a member of the State Officer Team, you will be expected to represent SkillsUSA New Mexico with **professionalism** and enthusiasm at all times. You will serve as an ambassador for the organization and will have the opportunity to help shape the experience of SkillsUSA members across New Mexico. The overall success of SkillsUSA New Mexico depends on the determination, teamwork, **professionalism**, and dedication of its State Officer Team.

Before deciding whether to pursue candidacy, take a few minutes to ask yourself the following questions:

- Do you view yourself as a **servant leader** who is willing to put the needs of others first?
- Do you care less about individual titles and more about the **success of the team and organization**?
- Do you work well within a team and collaborate positively, even when your opinion differs from others?
- Are you willing to place the overall success of **SkillsUSA New Mexico** above personal goals or recognition?
- Do you have **3–10 hours per week** to dedicate to your responsibilities as a State Officer?
- Are you organized and able to effectively manage your time and responsibilities?
- Do you take pride in communicating in a timely, respectful, and professional manner?
- Are you comfortable speaking in front of groups and representing SkillsUSA in a variety of settings?
- Are you willing to learn, accept feedback, and continuously work to improve yourself as a leader?
- Are you prepared to represent SkillsUSA New Mexico positively both in person and through your social media and other public communications?

If you answered “**Yes**” to these questions, you may be an excellent candidate for the **SkillsUSA New Mexico State Officer Team**!

The following Candidate Handbook contains important information regarding the State Officer candidacy and election process. It is your responsibility to thoroughly review the handbook and understand all requirements related to becoming a candidate, including candidate responsibilities, required forms and documentation, voting delegate responsibilities, election procedures, and expectations for State Officers.



Please be aware of the following:

1. **Candidates should print and use the Candidate Checklist** located in the Forms section of this handbook to ensure that all required documentation has been completed and submitted.
2. **Incomplete or late applications will not be accepted.** Candidates who fail to submit all required forms and materials by the established deadline will be eliminated from the election process. The Candidate Checklist should be used to ensure that all requirements have been met.
3. **All candidate documents must be typed.** Handwritten documents will not be accepted.
4. **All candidate materials must be submitted online no later than MARCH 15 at 4:30 p.m. MST.**
5. **All candidates, their advisors, and at least one legal guardian must attend the required Candidate Briefing Meeting via Zoom prior to the State Leadership Conference.** Additional information regarding this meeting will be provided once candidacy has been approved.
6. **All candidates must attend the Officer Candidate Information Session at the SkillsUSA New Mexico State Leadership Conference.** Additional information regarding this session will be provided once candidacy has been approved.

Becoming a SkillsUSA New Mexico State Officer is more than running for a title. It is an opportunity to **serve, lead, represent, and make a difference** for SkillsUSA members across New Mexico. We encourage you to carefully consider the commitment, responsibilities, and expectations before beginning the candidacy process.

We are excited about the possibility of having you join the SkillsUSA New Mexico State Officer Team and look forward to seeing the leadership you can bring to our organization!

If you have questions throughout the candidacy process, please contact **Jonathan Sarmiento** at skillsusnm.soc@gmail.com.

We wish you the best of luck as you consider taking this next step in your leadership journey!

General Information

Important Reminders

The application along with all supporting documents and forms must be uploaded electronically by **March 15** at 4:30 pm MST. To access the form, visit: <https://tinyurl.com/SkillsUSANMSO2728>

- Any candidate that submits an incomplete application or does not meet the submission deadline will be automatically eliminated from consideration.
- It is highly recommended that each candidate prints the “Candidate Checklist” to help them ensure that all the required documentation is completed.
- All supporting documentation and forms must be typewritten. No handwritten documents will be accepted.

Purpose

This handbook 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 & Skills Conference (SLSC). Electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

State Executive Council

Definition and Role

State officers are known collectively as the “State Executive Council.” They are the student representatives for the entire SkillsUSA 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/sessions at the State Leadership & Skills Conference.

Structure

The State Executive Council is composed of up to five (5) Secondary Officers and up to 5 Postsecondary/Collegiate Officers who are elected annually at the State Leadership & Skills Conference.

Secondary & Postsecondary/Collegiate

- President
- Vice-President
- Secretary
- Treasurer
- Reporter

Each chapter may have a maximum of three (3) State Executive Council candidates per school. The Chapter Advisor is the only person authorized to determine which students may be declared applicants for the State Executive Council.

State Executive Officer Duties and Responsibilities

General Duties

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the 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 Executive Council Coordinator, State Director, Board of Directors, or designees.

The goal of the executive council is to advocate, educate, motivate, and inspire all SkillsUSA New Mexico student members, advisors, educators, staff, and other key stakeholders to achieve the mission of SkillsUSA New Mexico.

Each executive officer shall serve a one (1) year term that begins once they are officially elected at the 2027 State Leadership & Skills Conference and concludes at the closing of the 2028 State Leadership & Skills Conference.

Each State Executive Officer will spend between 3-10 hours per week planning and executing the division Program of Work, actively participating on assigned sub-committees, responding to member inquiries and other mission-critical tasks. It is important to realize that, although academics remain the number one priority, you will not be able to fall behind in your responsibilities to SkillsUSA New Mexico members.

SkillsUSA NM Brand Ambassadors

In addition to representing student members, State Executive Officers represent the SkillsUSA New Mexico brand at large. Officers are expected to communicate and represent the SkillsUSA New Mexico brand, mission and vision, and key organizational goals to all stakeholders. As a representative of the organization, officers must abide by certain rules and expectations, including projecting a professional image, using proper etiquette, and always interacting in a positive manner.

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 State Executive Council program of work for the term of office;
- in cooperation with the Vice President of Correspondence and State Executive Council Coordinator, prepare an agenda for each meeting of the State Executive Council and State Association conference;
- serve on the SkillsUSA New Mexico Board;
- attend the NMCTLP Monthly Presidents Meetings;
- monitor and support all other officers in their duties;
- Serve on the New Mexico CTE Advisory Board as a Student Representative;
- promote the development, general welfare, and growth of SkillsUSA New Mexico.

Vice President

- serve in any capacity as directed 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;
- encourage local member participation in the Torch Awards Program;
- coordinate sponsorship visits and campaign;
- serve on the New Mexico CTE Advisory Board;
- promote the development, general welfare, and growth of SkillsUSA New Mexico.

Secretary

- serve in any capacity as directed by the President;
- 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;
- advise the President on matters of business to be taken up or business procedures to be followed;
- read correspondence directed to the group;
- promote the development, general welfare, and growth of SkillsUSA New Mexico.

Treasurer

- serve in any capacity as directed by the President;
- serve on any committees set by the President;
- organize and lead the community service activities and projects for SkillsUSA New Mexico;
- promote the development, general welfare, and growth of SkillsUSA New Mexico.

Reporter

- serve in any capacity as directed by the President;
- to coordinate the use of social networks and the state website to promote SkillsUSA New Mexico;
- ensure that communication with outside entities is completed in a business and timely manner.
- promote the development, general welfare, and growth of SkillsUSA New Mexico.

Overall Responsibilities

State Officers must comply with policies and procedures as established by the Board of Directors. Specifically, state officers shall:

- Attend all meetings as scheduled:
 - Tentative State Officer Meetings

■ Summer Leadership Training ■ Monthly Virtual Meetings ■ Monthly Presidents Meetings ■ NM CTE Advisory Board Meetings ■ Fall Leadership Rallies ■ State Planning Meeting ■ CTSO Day-Santa Fe ■ State Leadership & Skills Conference ■ National Leadership & Skills Conference ■ NLSC Leverage Conference	- Portales, New Mexico June 6-10, 2027 - TBD - TBD (President Only) - TBD (President and one other officer representative) - Varies October 2027 - Santa Fe, New Mexico January 2028 - Santa Fe, New Mexico January 2028 - Albuquerque, New Mexico March/April 2028 - Atlanta, GA June 26-30, 2028 - Atlanta, GA Prior to NLSC 2028
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- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership, not those of the individual officer.
- Maintain correspondence with typed, proper style communications within 24 business hours of receiving it.
- Wear the Organization's official blazer when representing SkillsUSA New Mexico and when traveling by public transportation.
- Participate in competitive events at the Regional and State Leadership & Skills Conferences.
- Notify the State Executive Council Coordinator immediately of circumstances which prevent carrying out an assignment or duty.
- Be available to represent the Organization 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 National Leadership & Skills Conference following the election of the position. (Not attending the NLSC will not disqualify the candidate from office.)
 - However, if attending the NLSC, if the officer fails to attend the assigned meetings as stated by the State Director or State Executive Council Coordinator, the state officer will be placed on probation or may be removed from office.
- Obtain at least one sponsorship for the State Leadership & Skills Conference.
- Work cooperatively with all State Executive Officer Council 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, Secondary/Postsecondary/Collegiate Middle Level Divisions 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 Director, or State Executive Council Coordinator.
- Every grading period a copy of the official report card shall be signed by the chapter advisor and will be faxed or 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 Approval Information

Chapter Eligibility

Each chapter may nominate a maximum of three (3) State Executive Officer candidates.

Screening Procedures

If a chapter has more than two (2) candidates interested in running for office, it is the responsibility of each chapter to develop the screening procedures utilized to arrive at the maximum number of candidates allowed.

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 for the event and transportation to and from the following events is the responsibility of the local chapter:
 - Summer Training
 - Fall Leadership Rallies
 - State Planning Meeting
 - CTSO Day at the Roundhouse
 - State Leadership & Skills Conference
 - National Leadership & Skills 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.

Candidate Information

Application Qualifications:

The student candidate applying as a State Executive Council Officer must meet the specific qualifications below:

Paperwork Deadline

The candidate must submit a state officer packet by the deadline listed in the handbook.

Approval of Local Chapter

The candidate must have written approval from their Local Chapter Advisor and Principal.

Active Member

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

Leadership Experience

The candidate must be currently serving (or have served) as an elected officer of SkillsUSA New Mexico at one of the following levels: (1) Chapter or (2) State.

Enrollment

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

Grade Point Average

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

Knowledge

The candidate must take the State Officer SkillsUSA New Mexico Test and score at least 80%. These scores will be provided to the voting delegates at the House of Delegates session.

Candidates must have completed and received the SkillsUSA Framework Certification and CTE Knowledge Certification.

Officer Term

The candidate is limited to serving two consecutive terms.

Secondary Candidates

The candidate must have one or more years remaining in high school.

Postsecondary/Collegiate Candidates

The candidate must have two (2) or more semesters remaining before graduation.

Application Procedures:

- Candidates for State office **DO NOT DECLARE A SPECIFIC OFFICE**; State Officers WILL rank their preference of offices at the Officer Candidate Information Meeting at the State Leadership & Skills Conference.
- Candidates will campaign for the opportunity to serve SkillsUSA New Mexico.
- The candidate will complete all forms and materials specified in the Candidate Checklist section and submit the online registration form by the State Association designated deadline.
- The Local Advisor must approve all materials and sign the State Officer Nomination Form. A local principal must also sign the form.
- All materials must be submitted no later than ***March 15 before 4:30 pm MST*** online at <https://tinyurl.com/SkillsUSANMSO2728>
 - The State Executive Council Coordinator will confirm receipt of all forms.
- The candidate will keep a copy of all materials and bring them to the State Leadership & Skills Conference.
- All materials must be original when submitted. Former candidates cannot reuse old files, Speeches, etc.

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

Forms Provided to Candidate (See Candidate Forms Section)

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

Materials to be Supplied by Candidate

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

Christine Phipps, State Director
SkillsUSA New Mexico
1500 South Ave. K; ENMU Station 61
Portales, New Mexico, 88130

2. Chapter Advisor's Letter of Recommendation
3. Candidate's Resume which includes candidate's career objective (one page maximum, typed on 8.5 x 11 inch paper)

4. Official HS Transcript with seal and signature of official authority. **If school policy prohibits the distribution of an official transcript to students, the candidate must request a transcript be sent to the State Executive Council Coordinator by the deadline. Contact Leslie Ferris at leslie.ferris@enmu.edu for mailing information.**
5. A color photograph at least wallet sized. These photos will be converted to black and white and provided to the voting delegates with the 100 Word Statements. The full color photos may be used online and at sessions.

Application Review:

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

Notification of Candidacy:

- All candidates will receive notification from the State Executive Council Coordinator concerning the status of their application for State Executive Team Candidate candidacy.
- Notification will be made by the State Executive Council Coordinator directly to the state officer candidate and the Local Chapter Advisor via email correspondence.
- Notification will be made **on or before March 19.**

Following notification of eligibility, the candidate will:

- Again, thoroughly review all information contained within this Handbook;
- Prepare campaign materials, including a speech.
- Prepare and type a list of detailed expenditures for campaign materials.
- Attend all campaign/election sessions and activities at the State Leadership & Skills Conference.

Campaign Regulations:

Responsibility

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

Expenditures/Campaign Expenses

- A maximum expenditure of \$100 per candidate may be used for the Meet the Candidates Session.
- The candidate shall submit an itemized statement of all campaign expenses with any receipts to the State Executive Council Coordinator at the Officer Candidate Information Meeting at the State Leadership & Skills Conference.
- Each candidate will be allowed one easel that does not have to be added to the expense report. This easel must be provided by the candidate. If you use more than one, then it must be listed on your report.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.
- No matter the actual costs:

- Copies will be listed on the expense report at \$.05 each for black and white copies and \$.25 cents each for color copies.
- Pictures will be listed as \$.10 for 4x6, \$.25 for wallet, \$.60 for 5x7, and \$2.50 for 8x10 for each picture used.
- Other sizes will be listed per market value.
- **Itemized reports must be signed by the candidate and the advisor.**
- **Failure to submit the itemized list at the start of the Officer Candidate Information Meeting will result in automatic disqualification of the Candidate. (This form is at the end of the handbook)**

Campaign Speeches

- All candidates will have the opportunity to give campaign speeches during the House of Delegates Meeting at the State Leadership & Skills Conference
- The time limitation for speeches will be two minutes.
- Candidate speeches should focus on their campaign slogan and plans and goals for the upcoming year as an officer.
 - Speeches should not be a list of qualifications.
- Candidates may not refer to any office by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
 - If you were a former candidate, a new speech is required.
- Speeches by candidates are presented in an order determined prior to the session by a random draw of names. No announcement of the order of speeches will be made prior to the session.
- **All speeches must be emailed prior to the State Leadership & Skills Conference for approval. Speeches will be emailed to skillsusanm.soc@gmail.com on or before March 30. Any late submissions will not be approved and you will be disqualified.**

Campaigning

- Prior to SLSC
 - No campaigning may be conducted between local chapters prior to the SLSC. This includes but is not limited to social media, mailings, emails, meetings, phone calls, etc.
- At the SLSC
 - No campaigning may be conducted prior to the State Leadership & Skills Conference with the exception of campaigning within your own local chapter.
 - Verbal campaigning may begin immediately after the Candidate Information Meeting at the State Leadership & Skills Conference.
 - **The candidate is the only member authorized to campaign for the candidate.**
 - Each candidate will be provided with space at the Meet the Candidates Session. This space will include one (1) table that can be used to set-up and distribute campaign materials. Other supplies (such as a table cloth, tape, easels, scissors, etc.) must be supplied by the candidate.
 - The candidate is the only member that may set up materials at the time and place designated for the Meet the Candidates Session at the State Leadership & Skills Conference.

- The candidate must remove materials at the designated time. Failure to remove materials from the Meet the Candidates Session may result in disqualification of the candidate.

Campaign Materials

- Materials may not refer to a specific position outside of State Officer Candidate.
- Materials may not be affixed in any way to the conference property.
- Materials must be set up and then removed at the designated times.
- Posters must be reasonable size, free standing, or displayed on an easel which must be supplied by the chapter. They can only be displayed at the Meet the Candidates Session.
- **Helium balloons, glitter, and confetti** are not permitted.
- Stickers are also not allowed.
- Only Officer Candidates can actively campaign.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.

Online Elections

In the event that the State Leadership & Skills Conference becomes virtual, the Virtual Elections Handbook and plan will be utilized and will be distributed accordingly.

NMAA Policy-Co-Curricular Activities

New Mexico Activities Association 8.1.3 Co-Curricular Activities Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performances. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips

Election Information

Seating

- Candidates (chapter advisors may attend this as well) must attend the Officer Candidate Information Meeting at the State Leadership & Skills Conference.
- Candidates must be seated in the reserved section designated **at least 10 minutes prior to the start of the House of Delegates Session.**
- Voting Delegates must be seated in the reserved section designated **at least 10 minutes prior to the start of the House of Delegates Session.** Voting Delegates not seated for roll call may be disqualified from voting.

Voting Delegate Allocation

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

The HEAD Voting Delegate must announce how many voting delegates are present from each chapter at the time of roll call during the First General Session. **Candidates MAY NOT serve as Voting Delegates.**

- A chapter must submit the initial membership roster and pay both State & National dues by the designated postmark date in order to be allocated voting delegates.
- A chapter may lose voting privileges if voting delegates are absent for roll call during any session the state conference program states that they need to attend.
- All ballots will be tabulated by State Staff.

Voting Delegate Responsibilities

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

Specifically, voting delegates will:

- Read this Handbook thoroughly, ask questions as necessary, and abide by all campaign/election regulations.
- Wear the appropriate Voting Delegate ribbon.
- Visit each candidate at the Meet the Candidates Session
- Attend the House of Delegates Session for roll call and the Candidate Speeches.
- Be seated promptly for all sessions at the designated time and place.

Voting Delegate Procedures

- Voting Delegates will report to the assigned room at the time indicated.
 - Doors to the assembly area will be closed at the designated time and a roll call of chapters will be held to establish the total number of votes possible.
- After the roll call--late arriving delegates will not be allowed to be seated.
- Local Chapter Voting Delegates must be present for roll call in any session involving the State Officer/National Officer Candidate process or other business.

Answering roll call...

When the Local Chapter's name is called:

All Voting Delegates will stand and remain standing until count is verified and delegates are told to be seated.

Head Voting Delegate will give the name of the school and announce the number of voting delegates present and the number of conference delegates present from their chapter. (For example, "XYZ Chapter is present with 2 voting delegates and 56 members.")

- Only voting delegates may present business for consideration at the Meeting Assembly.
- In order to speak, a voting delegate must be recognized by the presiding state officer/Chair.

Gaining recognition to speak:

At the appropriate time in the agenda:

Voting Delegate will stand and address the presiding officer. (For example, "Mr. or Madame President or Chairperson")

When recognized by the Chair:

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

- All motions and/or resolutions presented must be in writing. Two copies must be given to the State Director immediately following verbal introduction.

General Election Procedures

- The election ballots will be cast at the conclusion of the House of Delegates Session.
- Only Local Chapter Voting Delegates may vote.

Official Ballot

- Ballots will be distributed to voting delegates electronically. The ballots will then be verified by the State Executive Council Coordinator(s) and confirmed by the State Staff.
- Each voting delegate will cast up to 5 votes for State Executive Council candidates for their perspective division.
 - If there are fewer than 5 Candidates for a division, the vote will be a support or not support vote. Candidates must receive majority votes of approval to be elected.
- If applicable, each voting delegate will vote a support or not support vote for any National Officer candidates. Candidates must receive majority votes of approval from the voting delegates to be considered by the Board.

Election Process

- Up to five officers from each division can be elected to serve on the SkillsUSA New Mexico State Executive Council. The candidates with the highest total from the percentages below will be elected:
 - Member Vote-40%
 - Interview Committee-40%
 - Candidate Test-20%

Election Sessions

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

Candidate - Disqualification

Voting Delegate - loss of Vote for each absent Voting Delegate

Candidate Briefing Meeting-Prior to State Leadership & Skills Conference-Date TBD

Who Must Attend: Candidate, Chapter Advisor, at least one Parent/Guardian

What will Happen:

- Responsibilities and time commitment of officers will be reviewed.
- Responsibilities of the local Chapter Advisor will be reviewed.

Officer Candidate Information Session

Who Must Attend: Candidate

Who May Attend: Local Advisor

What will Happen:

- Officer Candidate Guidelines and expectations will be reviewed.
- Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- The candidates will take the SkillsUSA New Mexico Test which will be scored. Candidates' scores will be provided to all Voting Delegates in the Opening Session.
 - Please bring a laptop or tablet to take the Knowledge Test.
 - If a candidate needs special assistance, please contact the State Officer Coordinator in advance.
- Expense reports from the candidates will be collected and verified.
- Candidate responsibilities for the State Leadership & Skills Conference will be distributed. All duties are mandatory unless you have a specific contest conflict.
- Candidates will rank their office preferences. (State Executive Officer Team Candidates Only)

Officer Candidate Interviews

Who Must Attend: Candidate

What will Happen:

- Candidate interviews will be held at the State Leadership & Skills Conference.
- Each candidate will go through an interview with the Placement Committee.

Meet the Candidate Area Set-Up

Who Must Attend: Candidate

Who May Attend: Local Advisor

What will Happen:

- Candidates will have 30 minutes to set up their campaign table.
- Please refer to this handbook for specific guidelines for the table and campaign materials.

Opening Session

Who Must Attend: Candidates

What will Happen:

- Candidates will be introduced on stage.
- Campaign managers may sit with their candidates in assigned seating

House of Delegates Session

Who Must Attend: Candidates, Voting Delegates

What will Happen:

- Voting Delegates will have assigned seating.
- Roll will be taken for all Voting Delegates.
- Candidates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Voting Delegates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Candidates will give prepared speeches. No questions may be asked by Voting Delegates.
- Campaign managers may sit with their candidates in assigned seating

Meet the Candidates

Who Must Attend: Candidates, Voting Delegates

Who May Attend: Local Advisors

What will Happen:

- Voting Delegates and Local Advisors will have the opportunity to personally meet, talk to, and question the candidates.
- Only Voting Delegates will be allowed to vote in the election.
- Ballots will be provided virtually at the conclusion of the time allowed for the Meet the Candidates session.

Awards Session

Who Must Attend: Candidates

What Will Happen:

- Candidates may be asked to help with the presentation of medals.
- The new State Officer Team will be announced and sworn in.
- The New Mexico National Officer Candidate(s) will be announced.

New Officer Orientation

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

Who May Attend: Local Advisors, Parent/Guardian

What will Happen:

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

Officer Candidate Checklist

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

Officer Candidate Packet:

- Officer Candidate Checklist (signed by candidate and advisor)
- Officer Candidate Nomination Form (completed online)
- Candidate Cover Letter (Indicating reasons for applying for and qualifications.)
- Advisor Letter of Recommendation
- Candidate's Resume
- Official HS Transcript with seal and signature of official authority
 - Emailed to leslie.ferris@enmu.edu and skillsusa.soc@gmail.com
- A color photograph at least wallet sized in digital format
- 100 Word Statement with Signature of Candidate
- 100 Word Statement Word Version
- Certification & Basic Agreements
- Officer Calendar
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Media Release Form
- Officer Candidate Code of Ethics
- Officer Social Media Contract
- Officer Reasons for Removal Form
- State Executive Council Candidate Agreement

Note: Packets must be submitted at <https://tinyurl.com/SkillsUSANMSO2728> by **March 15 by 4:30 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/SkillsUSANMSO2728>

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 SkillsUSA New Mexico. 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 State Leadership & Skills Conference, attend all state 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 SkillsUSA New Mexico 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 SkillsUSA New Mexico. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend the required State Leadership & Skills Conference. 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: _____

Officer Calendar-State Officer

If elected as a State Officer, I agree to participate in the following tentative events:

Summer Leadership Training	Portales, New Mexico June 6-10, 2027
Monthly Virtual Meetings	TBD
Monthly Presidents Meetings	TBD (President Only)
NMCTE Board Meetings	TBD (President and one other officer representative)
Fall Leadership Rallies	Varies October/November 2027
State Planning Meeting	Santa Fe, New Mexico January 2028
CTSO Day-Santa Fe	Santa Fe, New Mexico January 2028
State Leadership & Skills Conference	Albuquerque, New Mexico March/April TBD 2028
National Leadership & Skills Conference	Atlanta, GA June 26-30, 2028
NLSC Leverage Conference	Atlanta, GA Prior to NLSC 2028

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 Coordinator's discretion.

I have read and understand the information above.

Student's Signature	Date: _____
Local Advisor's Signature	Date: _____
Administrator's Signature	Date: _____
Parent/Guardian's Signature	Date: _____

Local Advisor Guidelines

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

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

We appreciate the valuable role SkillsUSA New Mexico advisors have in forming our state officer team. The future success of SkillsUSA New Mexico depends upon your ability to recognize leadership skills in your students! Thank you for your support!

Local Advisor's Signature

Date: _____

Medical Information/Delegate Form

Please follow the link below to access the form:

<http://nmctso.com/SkillsUSA New Mexico/officers/>

Media Release Form

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

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

Officer Candidate's First and Last Name: _____

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

Parent/Legal Guardian's Signature: _____

Date: _____

Officer Candidate Code of Ethics

As a 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 Director.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Officer Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for SkillsUSA New Mexico 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 SkillsUSA New Mexico 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 SkillsUSA New Mexico
 - Interact with all membership on SkillsUSA New Mexico Professional accounts
 - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow SkillsUSA New Mexico social media platforms as well as allow SkillsUSA New Mexico Staff to follow you	Block SkillsUSA New Mexico 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 SkillsUSA New Mexico 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 SkillsUSA New Mexico news through all social media bases supported by SkillsUSA New Mexico	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc on social media
Other items may be added at the State Executive Council Coordinator's discretion	

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

Officer Candidate Signature

Local Advisor Signature

Officer Reasons for Removal Form

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

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 office 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 NM SkillsUSA New Mexico 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 SkillsUSA New Mexico as well as the State Executive Council Coordinator.

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

Date: _____

Officer Candidate Signature

Parent/Guardian Signature

Local Advisor Signature

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 SkillsUSA New Mexico 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 training's, 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 SkillsUSA New Mexico Conduct Code, I can be removed from office. Should I fail to complete the duties of
- 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 SkillsUSA New Mexico 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 SkillsUSA New Mexico chapter activities for the purpose of conducting official SkillsUSA New Mexico State Executive Council business.
3. Encourage the candidate to take full benefit of the leadership development experience.
4. Attend any scheduled SkillsUSA New Mexico 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 SkillsUSA New Mexico activities.
3. Permit the candidate to visit New Mexico schools and participate in SkillsUSA New Mexico chapter activities for the purpose of conducting official SkillsUSA New Mexico 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.

Expenditures/Campaign Expenses

Candidate Name: _____

Officer Campaign Expense Report					
	Item Description	# of Units	Qty. Description	Cost per Unit	Total Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total Expenses\$					

I verify this report is true and factual and that I will not receive reimbursements for my expenses.

Officer Candidate Signature **Date:** _____

Campaign Manager Signature **Date:** _____

Local Advisor Signature **Date:** _____

*****The completed Campaign Expense Report needs to be turned in at the Candidate Information Meeting during the SLSC.*****

Expenditures/Campaign Expense Report Sample

The Campaign Expense Report will be turned in at the Candidate Information Meeting at the State Leadership & Skills Conference.

- List every item that is used for your campaign and/or campaign booth, **even if it is donated or free.**
- Calculate the market value for all donated items. If the item is not listed on the Expense Report, it should not be on your table at the Rally.
- Please attach/provide copies of all receipts available.
 - For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item.

Sample Report:

Candidate Name: Leslie Ferris

Officer Campaign Expense Report					
	Item Description	# of Units	Qty. Description	Cost per Unit	Total Cost
1	Poster Board	3	Each	\$1.00	\$3.00
2	Glue Stick	1	Each	\$1.98	\$1.98
3	Permanent Markers	1	Package	\$2.45	\$2.45
4	Construction Paper	4	Packages	\$1.20	\$4.80
5	Tape	1	Roll	\$0.99	\$0.99
6	Lollipops	3	Bags	\$2.00	\$6.00
7	Black and White Copies	8	Sheets	\$0.10	\$0.80
8	Color Copies	17	Sheets	\$0.40	\$0.40
9	Business Cards	40	Cards	\$0.20	\$8.00
10	Printer Ink	1	Cartridge	\$24.95	\$24.95
11	Toilet Paper Holders (Donated)	6	Holders	\$0.10	\$0.60
12	Glow Sticks	100	Sticks	\$0.20	\$20.00
13	17" Mac Laptop	1	Each	N/A	N/A
14					
Total Expenses					\$73.97

Officer Candidate Important Dates/Events

1. Before State Leadership & Skills Conference
 - a. Officer Packet Due
 - i. Must be submitted online by 4:30 pm MST on **March 15** at <https://tinyurl.com/SkillsUSANMSO2728>
 - b. Officer Candidacy Approval Emailed
 - i. Approval will be emailed from the State Officer Coordinator, on or before March 19
 - c. Officer Candidate Speech Due Date
 - i. All speeches must be typed and emailed to leslie.ferris@enmu.edu and skillsusanm.soc@gmail.com on or before March 30
 - ii. Approval will be emailed back before the State Leadership & Skills Conference
 - d. Officer Candidate Briefing Meeting for Candidate, Parent, and Advisor
 - i. Date TBD
2. At State Leadership & Skills Conference
 - a. Candidate Information Section & Knowledge Test
 - b. Candidate Interviews
 - c. Meet the Candidate Set-Up
 - d. Opening Session
 - i. Must be seated at least 10 minutes before Opening Session begins
 - e. Business Session
 - i. Must be seated at least 10 minutes before Business Session begins
 - f. Meet the Candidate Session
 - g. Closing Session/Awards
 - h. New Officer Orientation-New Officers and National Officer Candidates Only.
 - i. Other events as designated by the State Executive Council Coordinators and State Director

RESOURCES

1. NMCTLP Officer Accountability Tracker



ACCOUNTABILITY TRACKER

Merit/ Demerit System

Explanation of Behavior Expectations: As an elected member of the SkillsUSA New Mexico 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 SkillsUSA New Mexico. 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:

- SkillsUSA New Mexico State Director and CTLP Director-Christine Phipps
- CTLP Leadership and Marketing Coordinator-Leslie Ferris
- SkillsUSA New Mexico State Officer Coordinator-Jonathan Sarmiento
- 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.

TWO merits will erase one demerit.

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
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
DEMERIT TOTAL			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 SkillsUSA New Mexico 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 Officer/Coordinator 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:

- SkillsUSA New Mexico State Director and CTLP Director-Christine Phipps
- CTLP Leadership and Marketing Coordinator/SkillsUSA New Mexico State Executive Council Coordinator-Leslie Ferris
- SkillsUSA New Mexico State Officer Coordinator-Jonathan Sarmiento
- Local Advisor

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.