

MEMORANDUM

To the State Association:

The following packet contains important information concerning National Officer Candidacy. Ensure that you completely review the State Association Information Section of this Handbook pertaining to your duties in relation to National Officer Candidates. Review the Election Information section for information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for national office.

Important Reminders:

1. Candidates should print the Candidate Checklist in the forms section of this handbook to ensure completing of all required documentation.
2. Candidates should fill out an online application and upload all required documents at BPA.org.
3. Candidates who submit incomplete or late application forms and materials will be automatically eliminated (all Items included on Candidate Checklist).
4. No handwritten documents will be accepted. All candidate information must be keyed.
5. In addition to the online application, a complete Candidate packet in PDF format must be emailed to Brigette Bethea, Director of Leadership Development at bbethea@bpa.org no later than **April 1**.
6. If the Candidate's official transcript is mailed directly from their school, please email bbethea@bpa.org directly to request a mailing address. Electronic official transcripts are acceptable.

Included are:

1. One handbook to be used for BOTH Secondary and Post-secondary Divisions.
2. Candidate forms.

If you have any questions or concerns, please do not hesitate to contact Brigette Bethea, Director of Leadership Development, 412-760-5449 or bbethea@bpa.org.



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

National Officer Candidate Handbook

SECONDARY & POST-SECONDARY DIVISIONS

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GENERAL INFORMATION

Purpose

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

Policy and Procedure

Information in this handbook may be used for either division (*Secondary* or *Post-secondary*) and was taken from the *Business Professionals of America Policies and Procedures Manual* as well as the organization's *Bylaws*.

A copy of *Business Professionals of America Policies and Procedures Manual* can be found at <https://bpa.org/about-us/governance/governing-documents/>.

Executive Council

Definition and Role

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

Structure

Secondary Division: The Executive Council is composed of six (6) officers who are elected annually at the National Leadership Conference.

Post-secondary Division: The Executive Council is composed of four (4) officers who are elected annually at the National Leadership Conference.

Secondary

President

Vice President

Secretary

Treasurer

Historian

Parliamentarian

Post-secondary

President

Vice President

Secretary/Treasurer

Parliamentarian

Duties

Secondary Division:

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

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

Post-secondary Division:

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

- A. Duties of the President. The President shall:
 - 1. preside over all business meetings;
 - 2. preside over the Executive Council meetings;
 - 3. appoint all committee chairman and members;
 - 4. develop the Executive Council program of work for the term of office;
 - 5. promote the development, general welfare, and growth of Business Professionals of America.
- B. Duties of the Vice President. The Vice President shall serve:
 - 1. in any capacity as directed by the President;
 - 2. as an ex-officio member of all committees;
 - 3. accept the responsibilities of the President as occasions may demand;
 - 4. approve Torch resumes;
 - 5. promote the development, general welfare, and growth of Business Professionals of America.

- C. Duties of the Secretary/Treasurer. The Secretary/Treasurer shall:
1. serve in any capacity as directed by the President;
 2. record the minutes of all meetings of the membership and Executive Council.
 3. present financial membership reports for the division;
 4. promote the development, general welfare, and growth of Business Professionals of America.
- D. Duties of the Parliamentarian. The Parliamentarian shall:
1. serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.
 2. promote the development, general welfare, and growth of Business Professionals of America.

Responsibilities

National Officers must comply with policies and procedures as established by the Board of Trustees. Specifically, national officers shall:

- Attend all meetings as scheduled:

National Officer Meetings: 2020 - 2021

Summer Leadership Training	- Late June or early July
Board of Trustees Meeting (president of each division only)	- July 2020
Winter NLC Planning Meeting	- Orlando, FL January 2021
National Leadership Conference	- Orlando, FL – May 5-9, 2021

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

CANDIDATE INFORMATION

Application Qualifications:

The student candidate for national office in either the Secondary or Post-secondary Division must meet the specific qualifications below.

Approval of State Association (not applicable to Non-Affiliated States/Independent Chapters)

(Either Division) -- The candidate must have written approval of the State Association (letter of recommendation from State Advisor required).

Membership

(Either Division) -- The candidate must be a current, dues-paid, active student member in good standing.

Leadership Experience

(Either Division) -- The candidate must be currently serving (or have served) as an elected officer of Business Professionals of America at one of the following levels: (1) chapter, (2) regional/area, or (3) state. A National Officer may not serve as a regional or state officer in conjunction with the national officer team.

Enrollment

(Secondary Division) -- The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by that state. Every elected officer needs to be enrolled in an accredited Secondary or Post-secondary institution for their entire National Officer term.

(Post-secondary Division) -- Enrollment in a certificate, associate, baccalaureate, or post-baccalaureate degree program in a two-year or four-year institution, accredited by the appropriate state agency with a career objective of teaching business education or employment in a business occupation. Every elected officer needs to be enrolled in an accredited Post-secondary institution for their entire National Officer term.

Grade Point Average

(Secondary Division) -- The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). If elected, the officer must maintain a cumulative GPA of at least 2.75, as well as not having a term GPA below 2.5. Documentation will be requested by the Director of Leadership Development to ensure that the national officer maintains these GPA requirements throughout the elected officer's term. Failure to maintain this requirement will result in removal from office.

(Post-secondary Division) -- The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). This GPA requirement is cumulative for the past two terms. If elected, the officer must maintain a cumulative GPA of at least 2.75, as well as not having a term GPA below 2.5. Documentation will be requested by the Director of Leadership Development to ensure that the national officer maintains these GPA requirements throughout the elected officer's term. Failure to maintain this requirement will result in removal from office.

Years of Serving

An officer is limited to serving two terms per division.

Application Procedures:

- Candidates for offices DO NOT DECLARE A SPECIFIC OFFICE; they WILL rank their preference of offices in the candidate meeting at NLC. The six (6) secondary candidates and the four (4) post-secondary candidates receiving the most votes will be placed in specific offices by the Placement Committee.
- Candidates will campaign for the opportunity to serve Business Professionals of America.

Candidates from Affiliated States:

- The candidate will complete all forms and materials specified in the Candidate Checklist section and mail to the State Advisor by the State Association designated deadline.
- The State Advisor must approve all materials, sign the National Officer Nomination Form, add the State Association letter of recommendation and forward by certified mail to the Director of Leadership Development by April 1.
- The candidate will keep a copy of all materials and bring them to the NLC.

Candidates from Non-affiliated States/Independent Chapters:

- The candidate will complete all forms and materials specified in the Candidate Checklist section.
- The Local Advisor must approve all materials, sign the National Officer Nomination Form, add the Local Association letter of recommendation and forward in PDF format by email to the Director of Leadership Development by April 1.
- The candidate will keep a copy of all materials and bring them to NLC.

Application Materials:

Forms Provided to Candidate (See Candidate Forms Section)

1. National Officer Candidate Application (available Online)
2. National Officer's Code of Ethics (must be signed by candidate)
3. National Officer Causes of Removal Form (must be signed by candidate)
4. Questions to be posted on social media.
5. Candidate Checklist (must be signed by candidate and appropriate advisors)
6. Campaign Expense Report (must be signed by candidate and appropriate advisors)

Materials to be Supplied by Candidate

1. Candidate's letter of application which includes the candidate's reason(s) for applying addressed to but NOT mailed to:

Executive Director (You need to include the name of the current executive director.)
Business Professionals of America
5454 Cleveland Avenue
Columbus, OH 43231

(This is sent with the packet to the Director of Leadership Development, **NOT** directly to National Center).
2. Chapter Advisor's letter of recommendation.
3. State Advisor's letter of recommendation unless in non-affiliated state.
4. Candidate's Resume which includes candidate's career objective (one page, maximum, typed on 8 1/2 x 11-inch paper).
5. Candidate's statement of 100 words or less stating his/her name and why he/she wishes to be a candidate for national office (candidates cannot mention a specific office). The statement must be emailed as a Word attachment to bbethea@bpa.org. These 100-word statements or less will be posted on the BPA website as submitted by the candidate before NLC for review by members including voting delegates.
6. Candidate's responses to social media questions which will be posted on the NLC website on Monday of NLC with a link posted to Facebook and Twitter. (This is optional, but a statement will be made that the candidate chose not to answer.)

7. A video no more than 60 seconds allowing candidates to make themselves familiar to members and voting delegates. The candidate will provide a brief introduction and share why there are running for national office.
 - The video may not include music, edited images, special effects, or any other kind of editing other than simple cut and clip edits.
 - The video must be sent to upload online on or before the application deadline.
 - Videos will be posted online by the National Center on the Monday prior to NLC along with the 100 Word Statement and Social Media Responses.
 - Any videos that exceed the time limit or fail to meet the specified criteria will not be uploaded.
 - If there are other individuals, other than the candidate, present in the campaign video (no more than 60 seconds), a release form needs to be submitted. A written release form shall be obtained by candidates from any individual whose work, name, likeness or personal information is used as part of a candidate video submission.
8. Official school transcript including grades of all subjects taken the previous year and the first semester or quarter of the current year. **If school policy prohibits the distribution of "official" transcripts to students, the candidate must request the transcript be sent to the State Advisor or directly to the BPA Director of Leadership Development at bbethea@bpa.org by the application deadline. Please reach out directly to the Director of Leadership development if a physical address is needed to mail the candidate's official transcript.**
9. **Digital Color Photo** (*jpg format that is no more than 2 MB with 240X240 dimensions that will be used on the electronic ballot*).

Application Review:

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

Notification of Eligibility:

- All candidates will receive notification from the National Center concerning the status of their application for national officer candidacy.
- Notification will be made by the National Center directly to the national officer candidate and the State Advisor.
- Notification will be made no later than two (2) weeks prior to the National Leadership Conference.

Following notification of eligibility, the candidate will:

- Again, thoroughly review all information contained within this Handbook.
- Prepare campaign materials, including speech.
- Prepare a campaign expense report for ALL campaign materials.
- Attend all campaign/election sessions and activities at the NLC.

Campaign Regulations:

Responsibility

- The Candidate, his or her campaign manager, state association voting delegates, members, advisors, and state advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

Campaign Manager (Optional for Post-secondary)

- The campaign manager must be a current, dues paid, active member in good standing, of the same division as the candidate.

- The campaign manager will head the entire campaign for the candidate and must attend the campaign briefing meeting with the candidate.

Expenditures

- A maximum expenditure of \$200 per candidate may be made used for campaign material (including the business cards).
- The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the presiding officer at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value. Each candidate will be allowed one easel that does not have to be added to the expense report. Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report, but will not be an expense item. No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.
- **Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.**

Campaign Speech

- Shall be limited to two (2) minutes.
- The officer candidate will give an individual statement of qualifications and their platform;
- Candidates may not refer to any office by name.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.

Campaigning

- Prior to the NLC –
 - No campaigning may be conducted between states or local chapters prior to the NLC except through the social media platform established by National Center. Along with the application packet, candidates will submit responses to questions that will be posted to social media source(s) by national center the Monday before NLC. At that time, candidates and campaign managers may also utilize Twitter and Facebook social media sources to announce candidacy. No other campaigning is allowed prior to NLC.
 - The Candidate's own state is the only exception but is limited to verbal announcement and may not be posted on social media or websites.
- At the NLC –
 - No campaigning may be conducted prior to the Opening Session except for announcing your candidacy on Facebook and Twitter.
 - Candidates will be introduced at the opening session. Following the opening session candidates AND campaign managers visibly wearing the designated badge may begin campaigning using business cards only. Only the candidate AND the campaign manager are allowed to distribute cards and campaign other than at the rally. Business cards must be standard 3.5"x2" size.
 - Distribution of materials or display of posters or flyers is allowed during the Campaign Rally ONLY except for business cards (this does include the candidate's own state).

- All materials, except for business cards which can be distributed only by the candidate and the campaign manager, must be contained within the Campaign Rally Room. Campaign materials may not be distributed, displayed, or posted at any time in any conference property.
- Campaign Rally
 - Helium balloons, glitter, and confetti are not permitted in the Campaign Rally. Stickers are also not allowed to be handed out during the Campaign Rally.
 - Each candidate will be provided with space, including one (1) table and two (2) chairs, to set-up and distribute campaign literature. Candidates will draw for allocation of specific locations within the room.
 - Posters may be hung on the table or displayed on an easel next to the table. Candidates must supply their own easels. (One easel does not have to be listed on the expense list. If you use more than one, you must list others at market value.)
 - **Only** the candidate and the campaign manager can actively campaign during the rally.

Officer Elections Grievance Policy

- Grievances may be filed by any member.
- The Grievance Form (available in the forms section of this document) must be completed and submitted to the Director of Leadership Development by the state advisor or designee no later than one (1) hour after the incident.
- Grievances concerning campaign procedures will be handled by the Grievance Committee which is composed of two (2) members of the Board of Trustees, two (2) current national officers; two (2) local advisors; and the Executive Director. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
- The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.

ELECTION INFORMATION

Voting Delegate Allocation

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

The number of voting delegates allocated to each State Association is determined as follows:

Each State Association is granted initial voting delegates as follows:

Secondary Division	5
Post-secondary Division	3

Each State Association may also qualify for additional voting delegates based on paid memberships calculated as follows:

The state's student membership total is multiplied by a factor and the answer is rounded to the nearest whole number which is added to the initial voting delegate allocation. The factors for each division are:

Secondary Division	.003
Post-secondary Division	.008

Example: The ABC State Association (Secondary) has 4,000 members. They would receive 5 initial votes plus 12 additional ($4,000 \times .003$) votes to give a total of 17 voting delegates.

To qualify for additional voting delegates in either division based on membership, one of the following must be true:

- **Membership rosters were received in the National Center by February 15, or**
- **Membership rosters were postmarked to the National Center by February 15 and mailed first class.**
- Each State Association's maximum voting delegate count will be established through roll call at the Second General Session. Voting Delegates **MUST** wear their Voting Delegate Ribbon in order to be counted and **MUST** be seated in the designated area at the time indicated in the conference program. **Voting Delegates present but not seated in the designated area will not be counted.**
- The State Association will lose votes for any voting delegate who is absent from the Second General Session or in any subsequent session where roll call is taken. **Votes lost at the Second General Session or any subsequent session may not be regained.**

Voting Delegate Responsibilities

Voting Delegates play an important and vital role in the election of national officers. Therefore, it is crucial that all voting delegates including Alternate 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 at all times
- Attend all campaign and election sessions and encourage others to attend:
 - Campaign Briefing Meeting (Head Voting Delegate only)
 - Opening Session
 - Business Meeting

Campaign Rally
State Caucuses/General Election

- Be seated promptly for all sessions at the designated time and place (alternates only if necessary)
- Be prepared with electronic devices (cell phones, computers, etc.) for electronic voting

Voting Delegate Procedures

- State Association Voting Delegates must be present for roll call in any session involving the national officer election process or other business.

Answering roll call...

When the State Association'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 go to the microphone, give name of state and announce number of voting delegates present.

"Kansas is present with six voting delegates.

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

Gaining recognition to speak:

At the appropriate time in the agenda:

Voting Delegate will stand, go to the microphone, and address the presiding officer.

"Mr. or Madam President" (if the President is presiding) or

"Mr. or Madam Chairman" (if another officer is presiding)

When recognized by the Chair:

Voting Delegate will state his or her name, state, and business

"Sally Jones, New Mexico. I move that ...

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

Primary Election Procedures

- If there are 12 or more candidates, a Primary Election will be held. The Primary Election ballots will be cast once the Business Meeting and the Campaign Rally are concluded. All registered student delegates may vote.

The votes will be tabulated and calculated as a percentage of your state's voting delegate allocation.

For example, State Z delegates cast 150 votes for Candidates at the campaign rally. The state has 15 voting delegates. Of the 150 votes, 100 were cast for Candidate A, which would equate to 10 votes, Candidate B received 20 ballots which would equate to 2 votes, and Candidate C received 30 ballots or 3 votes. Fractions will be carried to 2 decimal places and rounded to the nearest 1/10 percent.

Primary Election Ballot

- The ballot will contain the names and pictures of all qualified candidates for office.
- Students will vote for the number of candidates designated on the ballot. Ballots cast for more than or less than the designated number will be void.
- Results will be prorated based on the number of voting delegates allocated to each State Association.

*Secondary Division: Each student will vote for **six (6)** candidates.*

*Post-secondary Division: Each student will vote for **four (4)** candidates.*

- **Results** will be posted at headquarters and to social media. The top ten (10) Secondary Division and ten (10) Post-secondary Division candidates will become finalists. If there are only eleven (11) candidates, there will be no primary election.

General Election Procedures

- The General Election ballots will be cast at the conclusion of the State Caucus. Only State Association Voting Delegates may vote. All votes must be in no later than five (5) minutes after the scheduled conclusion of the State Caucus or their votes will be nullified.

General Office Ballot

- The ballot will contain the names of the Candidate Finalists.
- Voting Delegates will vote for six (6) Candidate Finalists for the Secondary Division and four (4) Candidate Finalists for the Post-secondary Division.
- The six (6) secondary and four (4) Post-secondary candidates with highest majority vote will be placed in an officer position on the Executive Council by the Placement Committee.
- The Placement Committee will consist of: the Executive Director, the Director of Leadership Development, two (2) Board Members, one (1) Former National Officer and (1) Alumni Member. During this interview the candidate will express his/her reasons for wanting to be a national officer, will review his/her credentials, and will express his/her preference of office. All Placement Committee members will disclose all conflicts of interest prior to NLC.

Second Ballot

- In the event of positions remaining open after the first ballot due to an insufficient number of candidates receiving a majority of the votes, a second ballot shall be submitted to the voting delegates.
- The second ballot shall contain the top candidates at a number determined by the number of open positions remaining on the officer team plus one additional slot.
- On the second ballot, the voting delegates are not required to cast any specific number of votes.
- If a majority is not received on the second ballot, the position remains vacant.
- If a second balloting is required, this will be held during the caucus.

ELECTION SESSIONS

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

Candidate – disqualification (unless it is proven that the circumstances are above and beyond the candidate’s control)

Campaign Manager – possible disqualification of candidate

Head Voting Delegate or Alternate Head Voting Delegate – loss of **all** votes for state association in general election (can still have votes in primary, if one is required)

Voting Delegates or Alternate Voting Delegates – loss of vote for each absent voting delegate

Campaign Briefing Meeting

Note: The State Advisor **may not** act for either the Candidate or Head Voting Delegate.

Who must attend: Candidates, Campaign Managers, Head Voting Delegates

Who may attend: Local Advisor, State Advisor or designated representative, all voting delegates

What will happen:

- Important information will be announced, election procedures discussed, and questions answered at this meeting only.
- Election materials including voting delegate ribbons will be distributed at this meeting. Ribbons may be worn immediately following this meeting.

Officer Candidate Meeting

Who must attend: Candidates, Campaign Manager

Who may attend: Local Advisor, State Advisor

What will happen:

- National Officer Guidelines and expectations will be reviewed. Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- Election materials including candidate and campaign manager ribbons will be distributed at this meeting. Ribbons may be worn immediately following this meeting.
- The candidates will take the Business Professionals of America Merit Test which will be scored as the Officer Candidate Test and also used as possible qualification to be a BPA Merit Scholar recipient.
- Expense reports from the candidates will be collected and verified.

Campaign Rally/Primary Election

Who must attend: Candidates, Campaign Managers, and All Conference Delegates who wish to vote in the Primary Election

What will happen:

- Conference delegates and advisors will have the opportunity to personally meet, talk to, and question the candidates.
- Candidates and their campaign managers **ONLY** will be allowed time prior to the Campaign Rally to set up materials. Setup time will be listed in the conference program.
- Candidates and campaign managers are the only ones allowed to actively campaign during the rally.

- All student delegates will be allowed to vote in the Primary Election; advisors and other adults may not vote. After the finalists are posted, candidates will receive their state caucus schedules.

Business Meeting

Who must attend: Candidates, Campaign Managers, All Voting Delegates

What will happen:

- Candidates will give prepared speeches. No questions may be asked by Voting Delegates.

State Caucus/General Election

Who must attend: Candidates, Campaign Managers, All Voting Delegates & State Advisor

What will happen:

- Candidates will have appointments at all state caucuses to answer any last questions the voting delegates may have before they vote. States must stay within the five minute time limit for the candidate, as measured by the Campaign Manager.
- State Associations may question candidates. The State Advisor or designate must be present and is responsible for making sure that questions asked are appropriate.
- Heading Voting Delegates will provide National Officer Test scores to all voting delegates.
- Current members of the Executive Council will distribute General Election materials at the conclusion of the time allowed for the meeting. Ballots will be casted electronically by the State's designated Voting Delegates. The State Advisor or designated adult must be present during balloting.

Officer Candidate Interviews

Who must attend: Candidates ONLY.

What will happen:

- Each candidate will go through an interview with the Placement Committee.

Third General Session (Installation of Officers)

Who must attend: Candidates

What will happen: New officers will be installed during the Awards Session.

New Officer Orientation

Who must attend: New Officers and their Chapter Advisor

Who may attend: State Advisor

What will happen:

- Paperwork will be submitted by newly elected officers.
- Information will be given to the newly elected officers in preparation for attending the July training session.

STATE ASSOCIATION INFORMATION

Number of Candidates Per Division

A Secondary or Post-secondary division may have a maximum of two (2) national officer candidates per division per year.

Screening Procedures

The State Association is free to develop the screening procedures to be used to arrive at the maximum number of candidates allowed.

Responsibilities

The State Advisor or designated state representative shall:

- Distribute this Handbook to students who have expressed interest in the national officer election process.
- Establish and publish the deadline for submission of national officer candidate materials to the State Association office.
- Review forms and materials of all applicants for national officer candidacy and screen as necessary to meet the maximum number of candidates allowed per state.
- The State Advisor must approve all materials, sign the National Officer Nomination Form, sign the Candidate Checklist, and add the State Association letter of recommendation and forward by certified mail to **the Director of Leadership Development** by **April 1**.

FORMS

This section contains forms referred to throughout the handbook:

- **National Officer Candidate Application**
 - Completed online
 - Email a copy to bbethea@bpa.org
- **Candidate's Social Media Responses**
 - Email Word copy to bbethea@bpa.org
- **National Officer Code of Ethics**
 - Needs candidate signature.
- **National Officer Social Media Contract**
 - Needs candidate and advisor signature.
- **National Officer Reasons for Removal Form**
 - Needs candidate signature.
- **Grievance Contact Information**
 - Needs candidate, local advisor, and state advisor signatures.
 - Information is used in case of a grievance against the candidate.
- **Candidate Checklist**
 - Needs candidate, local advisor, and state advisor signatures.

Before submitting your completed materials, double check to make sure everything is filled out correctly and completely.

**NO CANDIDATE PACKETS WILL BE ACCEPTED LATE,
INCOMPLETE, OR HANDWRITTEN.**

CANDIDATE'S SOCIAL MEDIA RESPONSES

Your answers to the following questions will be posted to bpa.org on the Monday prior to the National Leadership Conference. A link will also be posted on the Business Professionals of America Facebook and Twitter accounts. Limit your responses to 50 words or less for each question. Answers longer than 50 words will be cut off at the 50-word mark. You may choose not to respond to any/all questions, however, it will be stated that you chose not to respond. Send a copy of your answers with your application packet and email a Word attachment to bbethea@bpa.org by April 1.

1. What experiences have you had in Business Professionals of America to prepare you for national office?
2. What experiences have you had outside of BPA to prepare you for national office?
3. What makes you a leader?
4. Can you commit time to being a national officer?
5. What changes and enhancements will you make as a national officer?
6. What do you think your biggest challenge as national officer will be?

NATIONAL OFFICER CODE OF ETHICS

As a **National Officer** for **BUSINESS PROFESSIONALS OF AMERICA**, I understand and agree to the Officer Code of Ethics:

- To forego all alcohol while involved in official or assigned activities
- To forego tobacco while in official dress
- To consider romance of any type with other national officers as "off limits" during my year as national officer
- To be willing to take and follow instructions as directed by those responsible for them
- To wear official dress when traveling to an assignment and using public transportation
- To serve as a member of the officer action team by always maintaining a cooperative attitude
- To use wholesome language in all speeches and informal conversations
- To maintain proper dress and good grooming in all occasions
- To avoid places or activities which in any way could raise question as to moral character or conduct
- To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults
- To treat all members equally by not favoring one over another
- To behave in a manner which conveys and commands respect without any air of superiority
- To maintain dignity while being personable, concerned, and interested in fellow members
- To abide by the Delegate Conduct for all Business Professionals of America sponsored activities

I further understand that if I do not abide by the **BUSINESS PROFESSIONALS OF AMERICA National Officer Code of Ethics**, I may be relieved of duty and the National Center will declare my office vacant.

(Signature) _____

(Date) _____

NATIONAL OFFICER SOCIAL MEDIA CONTRACT

If elected as a National Officer, you will represent not only the state and chapter you are from, but you also serve as a brand ambassador for Business Professionals of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through BPA social media bases. As a National 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 Business Professionals of America National Officer Team. All National Officers are required to comply with the following:

Responsibilities:

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive *professional* image of Business Professionals of America
- Interact with National membership on BPA professional accounts
- Post appropriately, respectfully, and thoughtfully

Do's & Don'ts

Do's	Don'ts
Follow National BPA social media platforms as well as allow National BPA staff to follow you	Block any National BPA 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 all BPA accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references
Complete all assigned postings or get someone to cover for you	Forget and/or ignore your responsibilities
Be your professional self and share BPA news through all 5 social media platforms supported by BPA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incriminating, violence, any form of nudity, inappropriate gestures, references, etc.

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.

National Officer Candidate Signature

Local Advisor Signature

NATIONAL OFFICER REMOVAL FROM OFFICE FORM

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

Declaration of "inactive" status and possible removal from office for:

1. Failure to attend the NLC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required National Officer meetings.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the National Center and/or the Executive Council.

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 of Business Professionals of America as well as the Director of Leadership Development.

I understand if removed, I will immediately return all materials purchased by national BPA. This includes: national officer uniform, national officer pin, national stationery, etc.

(Candidate Signature) _____

(Date) _____

Grievance Contact Information

(Must be typed – electronic fillable copy available at www.bpa.org or by emailing bbethea@bpa.org)

According to the Grievance Policy, “The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.”

Please complete the contact information below to ensure that the Grievance Committee will be able to contact you if action is taken against your candidate.

Officer Candidate _____

Contact Phone Number at NLC _____

I have verified the number above

Candidate Signature _____

Local Advisor of Candidate _____

Contact Phone Number at NLC _____

I have verified the number above

Local Advisor Signature _____

State Advisor or Designee of Candidate _____

Contact Phone Number at NLC _____

I have verified the number above

State Advisor Signature _____

STATEMENT OF UNDERSTANDING OF MEETING REQUIREMENTS

(Must be typed and submitted via the online National Officer Candidate Application form)
Email Brigette Bethea, National Director of Leadership Development,
at (bbethea@bpa.org) with any questions.

I understand that I am required to attend the following from the beginning to the end. Failure to attend will mean automatic removal from office.

- National Officer Training Meeting – sometime in late June or early July
- January Officer Meeting – Early January
- National Leadership Conference – Usually coming in 3 to 4 days prior to the start of NLC

Officer Candidate Typed Name _____

Candidate Signature _____

Local Advisor Signature _____

Candidate Checklist

Submit the following in in one packet:

- Candidate Checklist** (signed by candidate, local advisor, and state advisor emailed to bbethea@bpa.org)
- National Officer Candidate Online Application** (submitted with packet online and emailed in pdf format to bbethea@bpa.org with completed packet materials)
- Candidate's Letter of Application** (Addressed to Executive Director but submitted with packet online and emailed in pdf format to bbethea@bpa.org)
- Candidate's Resume** (1 page and **must include career objective** emailed to bbethea@bpa.org)
- Chapter Advisor Letter of Recommendation** (submitted with packet online and emailed in pdf format to bbethea@bpa.org)
- State Advisor Letter of Recommendation** (submitted with packet online and emailed in pdf format to bbethea@bpa.org)
- Code of Ethics** (signed by candidate emailed to bbethea@bpa.org)
- National Officer Reason for Removal Form** (signed by candidate emailed to bbethea@bpa.org)
- Social Media Contract Form** (signed by candidate & local advisor emailed to bbethea@bpa.org)
- Grievance Contact Information** - (signed by candidate, local advisor, & state advisor emailed to bbethea@bpa.org)
- Statement of Understanding of Meeting Requirements** - (signed by candidate, local advisor, & state advisor emailed to bbethea@bpa.org)
- Official Transcript** (must be included with the candidate's packet. Please reach out directly to bbethea@bpa.org if you require a mailing address. All mailed transcripts should be postmarked no later than April 1. Electronic official transcripts sent directly from your school will be accepted.)
- Word attachment of Candidate's 100-Word Statement** emailed to bbethea@bpa.org
- Word attachment of Candidate's Social Media Responses** emailed to bbethea@bpa.org
- Digital Color Photo – Online only** (jpg format that is no more than 2 MB with 240X240 dimensions)
- Candidate video no more than 60 seconds – Online Only** (candidates will provide a brief

introduction and share with members why they are running for national office)

I understand that copies of all items listed on the checklist must be properly submitted online and/or emailed to bbethea@bpa.org by **April 1** or the candidate will be disqualified.

Officer Candidate

Local Advisor

State Advisor

VI. National Grievance Form
B. Officer Election

State Association: _____ Date: _____

Name of State Association Advisor or Designee: _____

Name of Officer Candidate: _____

Grievance: _____

Action by Grievance Committee: _____

Board Representative

Board Representative

National Officer

National Officer

Local Advisor

Local Advisor

Executive Director

FORMER NATIONAL OFFICERS' COMMENTS

For me, BPA was the whole package: competition, service, and social. But being a National Officer really opened my eyes to the truly amazing people within BPA, gave me the humbling opportunity to bond with teammates of equal passion and dedication, and it was way more than just the whole package.

SAMANTHA XU
2015-2016 Secondary President

Being a part of the national officer team is a challenging undertaking. It demands commitment, time and effort through everyday life and school. However, this challenge provides an experience unlike anything offered anywhere else. The challenges I faced with the members of the National officer teams have helped shape my leadership, business knowledge and career readiness

LEVI ORR
2015-2016 Post-secondary Vice President

I will forever be indebted to Business Professionals of America for all that it has given me. In the three years that I served as a National Officer, I grew immensely. I overcame my fears of public speaking, and my leadership abilities were constantly put to a test. I did not just grow personally, but I learned the importance of putting others before myself. BPA changed my life and I felt as if I owed it to BPA to serve. The skills I learned while a National Officer are things that I use in everything I do today--at school, applying for jobs, in the real world. You cannot put a value on your experience as a national officer! Do not be afraid to do something you are not use to doing. Be bold and take a chance. Because of BPA, I am where I am today and I am so grateful for every second of my time as a national officer.

LYNDSAY ROBINSON
2010-2011 Secondary Treasurer
2011-2013 Post-secondary President

Being a part of the National Officer Team has allowed me to grow personally and professionally. My motivation for serving on the National Officer Team was to be able to give back to the community that had allowed me to overcome my fears of public speaking and develop my leadership abilities. The role not only requires you to serve the community that has elected you, but encourages you to discover yourself as an individual, and for that I thank Business Professionals of America.

JAY MULAKALA
2011-2012 Secondary President
2010-2011 Secondary Parliamentarian

Serving as a National Officer was one of the most valuable experiences of my life. The opportunity to connect with BPA members around the country as well as the rest of my team made the world feel like a much smaller and accessible place. I gained the confidence to travel, network, and challenge myself to learn from those that are different than me. Being a National Officer was a wonderful adventure that I continue living today.

SYMONE GAMBLE
2009-2010 Secondary President

The benefits you get out of your year is 10 times more than what you put into it. Through the experience I realized my full potential and the direction I want to take my personal and professional life--and that has been invaluable.

DAN LYNCH
2003-2004 Post-secondary President
2002-2003 Secondary Secretary