



## **State Officer Candidate Handbook Secondary Division**

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## **GENERAL INFORMATION**

Business Professionals of America, Ohio Association shall elect quality officers to provide leadership and guidance to the organization. An officer's duties can be placed in three general categories: to motivate members to achieve their highest potential; to promote the organization and act as a goodwill ambassador for business and career-technical education; and to give direction to the work of the organization while performing all tasks necessary to execute the various programs of work.

The decision to run for a major office should not be made lightly or without sincere commitment to serve. If a member has the desire to serve as an Ohio Association state officer and has the support of his/her family, school, and BPA advisor(s), s/he should consider participating in the officer selection process. The Officer selection process will examine the attitudes and abilities of each officer candidate and reveal which individuals have most completely developed their leadership skills.

### **COMPOSITION OF OFFICER TEAM**

The elected officers of the Business Professionals of America, Ohio Association shall consist of president, vice president, secretary, treasurer, historian, and parliamentarian.

### **TERM OF OFFICE**

Ohio Association State Officers shall serve a term of one year.

### **QUALIFICATIONS**

The opportunity to become a State Officer is available to all active Ohio BPA members, in good standing, with a minimum GPA of 2.5 on a 4.0 scale, enrolled in an approved Career-Technical program. Each Ohio region can send **10 candidates** for screening. From the pool of candidates, **12 candidates are selected** and eligible to campaign for a position on the State Officer Team.

Additionally, State Officer candidates must review the Ohio Association Event Calendar and confirm their availability to attend State Leadership Conference, National Leadership Conference - Ohio Meeting, National Leadership Conference – Voting Session, State Officer Screening, and ALL State Officer Meetings. **The listed conferences and meetings are mandatory.**

### **APPLICATION**

Candidates must submit a written application, a recommendation form, professional headshot photo, photo release form, and recorded speech by the given deadline. Candidate resumes are optional.

### **ELECTIONS**

Candidates will be given equal opportunity to prepare and present remarks to the delegates at the Ohio Association BPA Conference. Following the remarks, the candidates will be voted upon. No nomination will be taken from the delegate floor. The candidate receiving most votes for each office shall be elected to the position.

## **Officer Titles and Responsibilities**

President	The president will lead the officer team in establishing and working to achieve team goals and in carrying out all state-level activities. He/she will preside over Ohio Association activities and promote the general welfare of Business Professionals of America.
Vice President	The vice president will perform the duties of the president when s/he is absent, assist the president in coordinating activities at state conferences, administer the Torch Awards program at the state level, and promote the general welfare of Business Professionals of America.
Secretary	The secretary will keep an accurate record of the business transacted during all state conferences and meetings of the Executive Board. The secretary will provide communication to the membership as directed by the State Advisor and promote the general welfare of Business Professionals of America.
Treasurer	The treasurer will work with the State Advisor to provide accurate and timely financial information to the Ohio Association Executive Board and to the general membership, as well as promote the general welfare of Business Professionals of America.
Historian	The historian will compile information and materials that are of value in recording the history of the Ohio Association and will provide information pertinent to the membership to be included on the organization's website. He/she will post news and photographs of interest to members on <a href="http://www.ohiobpa.org">www.ohiobpa.org</a> and on the Association's social media.
Parliamentarian	The parliamentarian will advise the president, Executive Board, or any member on parliamentary matters according to Roberts Rules of Order. He/she will regularly monitor Association social media and notify the Leadership Development Coordinator of questionable postings. This officer will also promote the general welfare of Business Professionals of America.

## **Reimbursement/Payments**

The Ohio Association pays for officers' expenses associated with the Ohio Association functions such as a suit, mileage for personal car use to meetings, hotels, meals, and Fall and State Leadership Conference registration.

The State Officer's school district and/or parents are responsible for National Leadership Conference (NLC) costs, including transportation, lodging, registration fees, etc. The school district or State Officer, depending on the district's policy, will receive a \$300 stipend, upon

completion of all required Officer activities at the National Leadership Conference. Local Advisors will notify Officers of the schools' policy related to the NCL stipend.

## **COMPONENTS OF THE INTERVIEW PROCESS**

### *Interview (40 points)*

The General Interview consists of an interview with three judges, including a current state officer. The interviewers ask questions about the candidate's BPA experiences, leadership activities, and other pertinent activities. The interview evaluation consists of two parts - 20 points for the candidate's professional behavior and preparation for the interview, and 20 points for responses to interview questions.

### *Prepared Speech (30 points)*

Each candidate will **record** (and upload) a one- to two-minute speech for the panel of judges. The candidate may choose any topic related to leadership skills, the candidate's career goals, Business Professionals of America, or benefits derived from his/her educational program. Note cards may be used during the speech, but other visual aids are not permitted.

## **PREPARING FOR THE SELECTION PROCESS**

The following materials are recommended resources as students prepare for screening. The fact sheet is the primary resource.

- State Officer Candidate Fact Sheet
- Ohio Association State Officer Code of Conduct
- Ohio Association website [www.bpa.org/ohio](http://www.bpa.org/ohio)
- National BPA website [www.bpa.org](http://www.bpa.org)
- Roberts Rules of Order for basic parliamentary procedure information.

## Screening Results

### *Evaluation of Screening Components*

Each of the four screening components represent a portion of the total screening score. Candidate scores will be determined based on criteria shown on the rubrics in the Appendix. The top 12 scoring candidates will be eligible to campaign as state officer candidates at the State Leadership Conference.

### *Notification of Screening Results*

The State Advisor will the candidate's name and the 100-word statement (taken from the candidate's application) on the Ohio Association website within 48 hours of the completion of the screening.

### *Eligibility for National Officer Screening*

All candidates and current officers who campaign at the State Leadership Conference and have not been disciplined at the State level are eligible to screen to become one of Ohio's two National Officer Candidates.

## CAMPAIGN REGULATIONS

### Responsibility

The candidate, campaign manager, local advisors, voting delegates and all members from the candidate's school must observe all campaign regulations. These regulations are established to ensure fairness in the competition and to maintain the professional intent of the leadership conference. Failure to do so may result in disqualification of the candidate.

### Preparation

After receiving official notification of eligibility to campaign for State Officer, the following must be completed.

1. Select a current, active, secondary BPA Ohio Association member campaign manager.  
Note: Advisors and current state/national officers cannot serve as campaign managers
2. Create a campaign theme, by reflecting on the type of leader you will be and the reason you are seeking to serve the Ohio Association as a State Officer.
3. Create a campaign speech
  - a. Limited to two (2) minutes.
  - b. Focus on qualifications, leadership abilities, and willingness to serve.
  - c. May use note cards.
  - d. The use of music, skits, props, costumes, demonstrations, or assistance by another person is **not allowed**.
  - e. The candidate **may not** solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.

## Campaign Expenditures

- A maximum expenditure of \$150 per candidate may be used for campaign materials.
- The candidate or the campaign manager will submit an itemized statement of all campaign expenses to the presiding officer at the Candidate Briefing and Networking Social.
- All materials, including donated materials, used in the campaign must be included in the itemized list of expenses at **fair market value**. Each candidate will be allowed one easel that does not need to be listed on the expense report.
- Regardless of actual cost, copies are reported at five (5) cents each for black and white copies and 25 cents each for color copies (8½ x 11).

**FAILURE TO SUBMIT THE ITEMIZED LIST OF EXPENDITURES WILL RESULT IN DISQUALIFICATION.**

## Campaigning

Prior to State Leadership Conference, candidates can campaign only within their region. The regional advisor must approve of the methods and content of the campaigning. Candidates **cannot post anything related to their candidacy on any social networking site**.

## Social Media Campaigning

Starting Monday immediately preceding the State Leadership Conference, candidates and campaign managers may utilize social media sources to announce their candidacy. **No other campaigning is allowed via social media prior to SLC**, aside from a school district or regional “congratulations and good luck” post.

**Remember** candidates are an important ambassador for the organization, and the way one conducts herself/himself should reflect this in a positive way.

## Extemporaneous Question

At the townhall, whether online or in-person, a current state officer will ask each candidate an extemporaneous question. Questions will pertain to the candidate’s qualifications for office, career plan, or how to respond to a workplace scenario.

## ELECTION INFORMATION

### Voting Delegate Allocation

Local and regional chapters exercise their voting privilege and conduct all business through student voting delegates. Each school registered for the State Leadership Conference can select a maximum of five (5) voting delegates.

### Voting Delegate Responsibilities

Voting Delegates play an important and vital role in the election of national officers. Therefore, it is crucial 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.
- Attend the Townhall as part of State Leadership Conference.
- Listen to chapter members' recommendations following candidate speeches.
- Cast a ballot with six candidates selected by 5:00pm.
- Be prepared with electronic devices (cell phones, tablets, etc) for electronic voting.

## **Election Process**

Following the candidate speeches and extemporaneous questions, voting delegates will have a short time to caucus with their schools' members.

## **Voting Procedure – Online Ballots**

Each ballot contains the names of all candidates. Each voting delegate **must** vote for six (6) candidates. If a ballot contains votes for more than or fewer than six (6) candidates, the ballot will be void. Voting delegates will only be able to submit one ballot, double check all selections carefully.

The State Officer Team will be installed during the Grand Awards Ceremony of the State Leadership Conference.

## **REMOVAL FROM OFFICE**

A State Officer may be declared on “probation” and/or removed from office in the following situations:

- Declaration of “probation” status and possible removal from office for:
  - Failure to attend required meetings without emergency or medical reason
  - Failure to satisfactorily carry out assigned responsibilities.
  - Failure to submit required reports when due.
  - Failure to communicate with the Leadership Development Coordinator, State Advisor and other State Officer Team members.
- Referral to **Officer Ethics Committee** and possible removal from office for:
  - Failure to adhere to the Code of Ethics.
  - Failure to adhere to Policy and Procedures.

## **Process of Removal**

Referral to the Officer Ethics Committee must be communicated verbally and then confirmed in writing. Referral may be initiated by any one of the following: Local Advisor, Local Principal or Superintendent, State Advisor, and Leadership Development Coordinator.

The Officer Ethics Committee will include the State Advisor, Leadership Development Coordinator and three Executive Board members. The appointed Board members cannot have a student currently serving as a State Officer.



## **Notification of Recommendation for Removal**

When the State Advisor initiates or receives a recommendation for removal, the State Advisor will immediately:

- Communicate verbally with the officer to inform him or her of the recommendation.
- Confirm verbal notification in writing and send to the officer and local advisor by mail or email.
- Request a “letter of intent” from the officer to confirm whether the officer wishes to continue in their role of an officer.
- Forward a copy of all communications to the Officer Ethics Committee, the State Advisor and the local chapter advisor.

NOTE: In the case of probation, the letter sent to the officer shall note areas which need improvement. The “letter of intent” must be emailed to the State Advisor within two (2) working days. Improvement in performance must be shown in four (4) weeks.

## **Action on recommendation for Removal**

- If the officer does not send the “letter of intent,” the State Advisor shall declare the office vacant.
- If the “letter of intent” is received but the officer’s performance does not improve within four (4) weeks after the written notice, the State Advisor shall have the authority to declare the office vacant.
- An officer will receive only one written notice. If subsequent performance is not up to specified standards, the State Advisor will have authority to declare the office vacant.

## **Notification of action taken**

The State Advisor will send written notification of action taken to the following

- Officer
- Local Advisor of the Officer
- Local Principal/Superintendent of the Officer

## **APPENDIX**

[Code of Conduct and Commitment Form](#)

[Recommendation Form](#)

[Photo Release Form](#)

*Officer Candidate Application*

<https://form.jotform.com/201323619689158>



OHIO

## Ohio Association State Officer Code of Conduct and Commitment Form

As a Business Professionals of America, Ohio Association State Officer, I understand and agree to abide by the following State Officer Code of Conduct. I will:

1. Be dedicated and committed to the total program of Career-Technical, Business Education and BPA.
2. Commit the entire year to BPA state officer activities and consider BPA officer activities to be my primary responsibility.
3. Be willing to take and follow instructions as directed by those responsible for Ohio BPA Officers and state and local programs.
4. Attend all required meetings and be willing and able to travel in serving the Ohio Association.
5. Motivate, inspire and encourage BPA members to participate in business education and BPA programs
6. Assist members in their advancement of knowledge and development of leadership abilities.
7. Maintain correspondence with timely and proper style communication.
8. Be knowledgeable of current events in business, education in business, and of BPA.
9. Through preparation and practice, develop myself into an effective public speaker and presenter.
10. Maintain the highest standards of academic integrity.
11. Use wholesome language in all speeches and in informal conversations.
12. Wear official attire when representing Business Professionals of America and maintain appropriate dress and good grooming for all occasions.
13. Avoid places or activities (including social media posts) that can possibly raise questions as to the officer's moral character or conduct.
14. Abide by local school district student conduct rules.

15. Avoid participation in and actively discourage conversations that belittle or downgrade another person—especially fellow members, officers, and/or advisors.
16. Behave in a manner that conveys respect for all Business Professionals of America members, treating all members equally.
17. Contribute weekly to the Ohio Association’s social media accounts: Instagram, Facebook, Twitter, Snapchat, and blog.
18. Fill out and submit travel reimbursement forms in a timely manner.

I have read and understand the Ohio Association State Officer Code of Conduct and Commitment Form. I will carry out my responsibilities in accordance with these statements and understand failure to do so may result in being removed from office.

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Signature of Applicant

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Signature of Parent/Guardian

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Signature of BPA Advisor

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Signature of School Administrator



OHIO

# Recommendation Form for State Officer Candidate

**Candidate's Name** \_\_\_\_\_

**School** \_\_\_\_\_

**Candidate's GPA** \_\_\_\_\_

### Chapter Advisor

I certify that this officer candidate nominee is a member in good standing of Business Professionals of America, Ohio Association. The candidate meets or exceeds the requirements for candidacy stated in the State Officer Candidate Handbook.

If elected as a state officer, I will assist the student in fulfilling his/her obligations as a member of the State Officer team; Oversee transportation and other travel arrangements for the officer's official Ohio Association functions; and accompany the officer to the National Leadership Conference.

**Local Chapter Advisor** \_\_\_\_\_

### School Administrator

I certify that this officer candidate nominee is a student in good standing in the school and community, and the cumulative GPA listed above is accurate.

If this student is elected as a state officer, I will authorize for release from school to attend all official functions of Ohio BPA, including the National Leadership Conference being held May 6-10, 2020 in the Washington D.C. area; and will the assist advisor by sharing the school district's transportation and reimbursement policies.

I recommend this student as a candidate for state office.

**Administrator Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

### Parent/Guardian

My/our child, the officer candidate, has my/our full support to become an Ohio BPA State Officer.

**Signature** \_\_\_\_\_

**E-mail** \_\_\_\_\_



# Photo Release Form for State Officer Candidate

Candidate's Name \_\_\_\_\_

## Release

I, \_\_\_\_\_, parent or legal guardian/custodian of the above named candidate authorize Business Professionals of America, Ohio Association and/or its authorized agents to publicize my child's name, use videotapes, photographs, and publish or cause to be published information relevant to his/her achievements. This information may be used in local, regional, state or national publications of the agency listed above, released to appropriate newspapers and/or news publications, as well as division or department web site.

I authorize release of the above information as it relates to Business Professionals of America, Ohio Association activities.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_



# Speech Evaluation Check Sheet

**Directions:** Speeches will be graded based on this check sheet. Use this rubric as a guide when creating your speech and check it again before you finish your speech.

<b>Evaluation Items</b>	<b>Below Average</b>	<b>Average</b>	<b>Above</b>	<b>Comments</b>
Introduction	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
Platform Department <i>Gestures, poise, eye contact</i>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
Organization <i>Logical, clearly</i>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
Mechanics <i>Diction, grammar</i>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
Closing <i>Summary and</i>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
Effectiveness <i>Was the purpose achieved?</i>	<b>0-1</b>	<b>2-3</b>	<b>4-5</b>	
<b>Score</b>				_____ / 30 points

**Additional Comments:**



# Interview Questions Check Sheet

**Directions:** Interviews will be evaluated based on this rubric. Use this rubric as you prepare for your interview.

Evaluation Items	Answer is incomplete. No enthusiasm or interest.	Answer is complete; shows interest and common sense.	Answer is complete; shows enthusiasm, knowledge, and mature judgement.	Comments
Question One	0-1	2-3	4-5	
Question Two	0-1	2-3	4-5	
Question Three	0-1	2-3	4-5	
Question Four	0-1	2-3	4-5	
Score				_____ / 20 points

**Additional Comments:**





# Professionalism Rubric

**Directions:** Professionalism will be evaluated based on this rubric. Use this rubric as you prepare for the screening process.

Evaluation Items	0-1	2-3	4-5	Comments
<b>Grooming</b>	Inappropriate attire for interview; appearance is neat and clean; personal hygiene – clean or fresh.	Office-casual attire; appearance is neat and clean; personal hygiene – clean and fresh.	Professional attire; appearance is neat and clean; personal hygiene – clean and fresh.	
<b>Posture and Poise</b>	Poor posture, shows uneasiness or indifference; very nervous.	Sits tall and erect; somewhat uneasy; shows slight nervousness.	Sits tall, erect and alert; has ease and dignity of manner.	
<b>Communication Skills</b>	Frequent errors in grammar, diction, volume, enunciation, eye contact, voice tone, vocabulary.	Overall good but a few errors in grammar, diction, volume, eye contact, enunciation, voice tone, vocabulary.	Excellent grammar, diction, volume, enunciation, eye contact, voice tone, vocabulary.	
<b>Candidate's Ease During Interview</b>	Shows little comfort or too relaxed; ill at ease.	Somewhat comfortable, relaxed.	Very comfortable and relaxed.	
<b>Score</b>				_____ / 20 pts

**Additional Comments:**



# Combined Officer Candidate Evaluations

**Directions:** Transfer all scores to this document to calculate individual candidate scores for ranking. Top two candidates from each interview team proceed to campaign at the State Leadership Conference.

Components		Earned Points	Max Points Available
<b>Prepared Speech</b>	<b>Judge 1</b>	<input type="text"/>	<b>30</b>
	<b>Judge 2</b>	<input type="text"/>	
	<b>Judge 3</b>	<input type="text"/>	
	<b>Total</b>	<input type="text"/>	
	<b>Average</b>	<input type="text"/>	
<b>Interview</b>	<b>Judge 1</b>	<input type="text"/>	<b>20</b>
	<b>Judge 2</b>	<input type="text"/>	
	<b>Judge 3</b>	<input type="text"/>	
	<b>Total</b>	<input type="text"/>	
	<b>Average</b>	<input type="text"/>	
<b>Professional Behavior &amp; Appearance</b>	<b>Judge 1</b>	<input type="text"/>	<b>20</b>
	<b>Judge 2</b>	<input type="text"/>	
	<b>Judge 3</b>	<input type="text"/>	
	<b>Total</b>	<input type="text"/>	
	<b>Average</b>	<input type="text"/>	
<b>TOTAL SCORE</b>		<input type="text"/>	
<b>RANK</b>		<input type="text"/>	