



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 career-technical education; and to give direction to the work of the organization.

The decision to run for a state 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 their family, school and BPA advisor(s), the student 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, commencing from election at the annual State Leadership Conference and concluding after the next regular election.

QUALIFICATIONS

The opportunity to become a State Officer is available to all active Ohio BPA members, in good standing, enrolled in an approved secondary career-technical education pathway and who have completed Level 1 of the BPA Student Certification Series. 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 the State Leadership Conference, National Leadership Conference - Ohio Meeting and Voting Session, State Officer Screening and ALL State Officer Meetings. **The listed conferences and meetings are mandatory.**

APPLICATION

Candidates must submit an electronic application, the recommendation form, and photo release form by the given deadline. Candidate resumes are optional but encouraged.

ELECTIONS

Candidates will be given equal opportunity to prepare and present remarks to the delegates at the Ohio Association State Leadership Conference. Following the remarks, the candidates will be voted upon. No nomination will be taken from the delegate floor. The six candidates receiving the most votes shall be elected to the State Officer team.

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. They 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 they are 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 association meetings. 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 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. They will post news and photographs of interest to members on www.bpa.org/ohio and on the Association's social media.
Parliamentarian	The Parliamentarian will advise the President or any member on parliamentary matters according to Roberts Rules of Order. They 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 functions of their office, such as the officer uniform, mileage for personal mileage to/from meetings, hotels, meals and state leadership conference registrations.

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 NLC stipend.

COMPONENTS OF THE SCREENING PROCESS

Interview (40 points)

The general interview will be conducted by 1-3 judges, including a current State Officer. The interviewers ask questions about the candidate's BPA experiences, leadership activities and other pertinent qualifications. The interview evaluation consists of two parts - 20 points for the candidate's professional behavior, preparation for the interview and prepared speech (one-to two-minute limit), and 20 points for responses to interview questions.

Prepared Speech (30 points)

Candidates will prepare a one-to-two-minute speech focusing on one of the following topics: motivating members to achieve their highest potential; promoting BPA and career-technical education; or ideas for directing the work of the Ohio Association. Note cards may be used during the speech, but other visual aids are not permitted.

*Cold/Unrehearsed Script Reading (30 points) ***

Each candidate will read a one-page script to the panel of judges. The script will not be given to the student until the interview and will be read without preparation or rehearsal. Excerpts will be pulled directly from previous year's State Leadership Conference (SLC) scripts: opening ceremony, torch awards ceremony, middle level awards, or grand awards.

***Please notify the State Advisor, via email, of any visual impairment accommodations required to perform this task (i.e. translation to braille, larger font, reader, etc.)*

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 (See Appendix)
- Ohio Association website www.bpa.org/ohio
- National BPA website www.bpa.org
- Roberts Rules of Order for parliamentary procedure

Screening Results

Evaluation of Screening Components

Each of the three screening components represents 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

Selected applicants will be notified the day following screening, via email. Accepting applicants will be announced on the Monday following screening via the website, social media platforms and an email to BPA Advisors.

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 observe these regulations by any of the above-named parties may result in the disqualification of the candidate.

Preparation

After receiving official notification of eligibility to campaign for state office, the following must be completed:

1. Select a current, active, secondary BPA Ohio Association member to act as the 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 during the State Leadership Conference.
- 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 the 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 media site**.

Social Media Campaigning

Starting on the 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 of the organization, and the way candidates conduct themselves should reflect this in a positive way.

Extemporaneous Question

During the State Leadership Conference, 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 chapters exercise their voting privilege and conduct all business through student voting delegates. Each chapter 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 State and 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 the State Leadership Conference.
- Listen to chapter members' recommendations following candidate speeches.
- 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

Each ballot will contain the names of all eligible candidates. Each voting delegate **must** vote for exactly 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:

- 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.

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/or Leadership Development Coordinator.

The Officer Ethics Committee will include the State Advisor, Leadership Development Coordinator and three members of the Board of Directors. 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 parties:

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

Appendix



Ohio Association State Officer Code of Conduct & 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 mission of Career-Technical Education, Business Education and the Business Professionals of America, Ohio Association.
2. Commit to completing all State Officer activities and obligations and consider State Officer activities to be my primary responsibility.
3. Be willing to take and follow instructions as directed by those responsible for the State Officer team, and state and local programs.
4. Attend all required meetings and be willing and able to travel in service to the Ohio Association.
5. Motivate, inspire and encourage members to participate in their local programs and the Ohio Association programs.
6. Assist members in their advancement of knowledge and development of leadership abilities.
7. Maintain correspondence with timely and professional communication.
8. Be knowledgeable of current events in business, education in business, and of Business Professionals of America.
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 to the Ohio Association's social media accounts.

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.

Signature of Applicant

Signature of Parent/Guardian

Signature of BPA Advisor

Signature of School Administrator

Recommendation Form for State Officer Candidate

Candidate's Name _____

School _____

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 their 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.

Chapter Advisor Signature _____

School Administrator

I certify that this officer candidate nominee is a student in good standing in the school and community.

If this student is elected as a State Officer, I will authorize their release from school to attend all official functions of the Ohio Association, including the National Leadership Conference being held May 10-14, 2024, and I will assist the local 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 _____

E-mail _____

Phone Number _____

Parent/Caregiver

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 _____

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 websites.

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 _____

Prepared Speech Rubric

Directions: Candidate speeches will be evaluated based on the following rubric. Use this as a guide when creating your speech and check it again before you finish your speech.

Evaluation Items	Below Average	Average	Above Average	
Introduction	0-1	2-3	4-5	
Gestures <i>Hands/body movement, eye contact, poise</i>	0-1	2-3	4-5	
Organization <i>Logical, clearly understood</i>	0-1	2-3	4-5	
Mechanics <i>Diction, volume, enunciation, voice tone, vocabulary</i>	0-1	2-3	4-5	
Closing <i>Summary and conclusion</i>	0-1	2-3	4-5	
Effectiveness <i>Was the candidate's message impactful?</i>	0-1	2-3	4-5	
TOTAL				____ / 30

Comments:



Interview Rubric

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.	
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	
TOTAL				____ / 20

Comments:



Professionalism Rubric

Directions: Professionalism during the interview 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	
Grooming	Inappropriate attire for interview; appearance is not neat and clean.	Office-casual attire; appearance is neat and clean.	Professional attire; appearance is neat and clean; personal hygiene – clean and fresh.	
Posture and Poise	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.	
Communication Skills	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.	
Candidate's Ease	Shows little comfort or too relaxed; ill at ease.	Somewhat comfortable, relaxed.	Very comfortable and relaxed.	
TOTAL				_____ / 20

Comments:



Script Reading Rubric

Directions: Script reading will be evaluated based on this rubric.

**Please notify the state advisor, via email, of any visual impairment accommodations required to perform this task (i.e., translation to braille, larger font, reader, etc.)*

Evaluation Items	0-1	2-3	4-5	
Clarity	Spoken language is unclear and difficult to understand.	Spoken language is clear and easy to understand.	Speaker excels at public speaking.	
Posture and Poise	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.	
Communication Skills	Diction, volume, enunciation and voice tone requires practice.	Good diction, volume, enunciation and voice tone.	Excellent diction, volume, enunciation, and voice tone.	
Gestures	Uses distracting hand/body gestures.	Uses hand/body gestures effectively.	Integrates hand/body gestures to enhance the	
Follows the Script	Goes off script by adding or skipping items frequently.	Goes off script by adding or skipping items occasionally.	Followed the script exactly.	
If given this script for SLC, what actions would you take to prepare to give it to 3,000 Ohio BPA members?		0 – No response or incomplete response	5 – Great ideas for preparation and accountability	
Total				____ / 30

Comments: