



TEXAS
**BUSINESS
PROFESSIONALS**
of AMERICA

Executive Council Candidate Election Handbook

2023-2024

A Letter to the Student

We are pleased that you are considering becoming an Executive Council Candidate. Being an officer requires leadership skills, maturity, commitment, and a powerful desire to further the goals of our organization. We hope you are up to the task!

Please read carefully through this handbook and **follow all directions**.

Differing from the election process in the past, this year's election season will encompass a 2-step elimination process. All candidates will earn a Section 1 score comprised of a scored Officer Election Packet, a virtual Officer Candidate Interview, and an online Candidate Test. The top five (5) National Candidate scores at the conclusion of Section 1 will proceed to Section 2. The Section 2 components will be performed at the State Leadership Conference and include the Candidate Speech and Campaign Rally.

This handbook provides all the pertinent information concerning eligibility, campaigning, and election procedures which govern the Executive Council election process. **Failure to follow all direction or submission guidelines will result in a disqualification.** We strongly recommend that you review the necessary guidelines with your chapter advisor and your parents. We want all parties involved to be well informed about the process in which you will be participating, and the expectations you will be held to.

In the pages following you will find several forms that you will need to fill out with your personal information and have signed by your parents, advisor and school administrator. If you are elected, this information will be handed over to the Texas State Advisor and the National Officer Coordinator.

If you have any questions or concerns, please contact the Officer Elections Committee at OfficerElectionsCommittee@gmail.com.

We assure you that the elected Executive Council Candidates will have a year filled with challenging work, personal growth, and lots of fun. If you choose to run, we know it will be an experience you will never forget.

Good luck!

The Officer Elections Committee

GENERAL INFORMATION

Students interested in becoming an Executive Officer Candidate will have to complete two (2) full election processes. This handbook covers the election process regarding becoming an Executive Council Candidate from Texas. At the Texas State Leadership Conference, candidates campaign to be an Executive Officer Candidate from Texas. At the State Leadership Conference, two (2) Executive Officer Candidates from the Secondary Division and two (2) Executive Officer Candidates from the Post-Secondary Division will be elected to represent Texas. Those elected candidates will then campaign at the National Leadership Conference and follow all campaigning rules and guidelines listed in the Executive Officer Handbook as posted on www.bpa.org.

Each chapter may nominate one (1) student as a candidate for the Regional, State and National levels.

Students may run for Regional, State, and Executive Officer Candidate positions in the same year, but may only hold one office, the first of which they are elected.

The Texas BPA Board of Directors and the Officer Elections Committee oversees the election of Executive Officer Candidates. The committee grades and reviews candidate packets, listens to speeches, evaluates transcripts, facilitates the campaign rally, and conducts interviews. A cumulative score of the packet is kept and if elected to represent Texas, candidates have a chance at campaigning for the following National Executive Offices:

Secondary Division

The Executive Council is composed of six (6) officers who are elected annually at the National Leadership Conference: President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.

Post-Secondary Division

The Executive Council is composed of four (4) officers who are elected annually at the National Leadership Conference: President, Vice-President, Secretary/Treasurer, and Parliamentarian.

EXECUTIVE OFFICER RESPONSIBILITIES

- Attend all events listed for Executive Officers on the Officer Calendar, as well as other events as assigned by the BPA National Office and National Officer Coordinator. If the officer fails to attend the required events, he/she will be removed from office and will be responsible for reimbursing Business Professionals of America for expenses incurred on their behalf.
- Serve as host/hostess of the National Leadership Conference. Duties will include National Leadership Conference pre-planning and conducting the Opening and Award sessions with the National Officer team.
- Perform all assignments and duties as designated by the BPA National Office and National Officer Coordinator.
- Perform all duties, responsibilities and obligations as outlined in the Executive Officer Election Handbook.

CANDIDATE PROCEDURES

Application Qualifications

- Secondary Executive Officer Candidates must be a Sophomore, Junior, or Senior in high school when running for office. Post-Secondary Executive Officer Candidates may be a Freshman, Sophomore, Junior or Senior currently enrolled in Post-Secondary education and in good standing with school administration.
- Have a minimum of a 2.0 grade point average on a 4.0 scale.
- Be an active BPA State and National member in good standing by January 14, 2023.
- Not already holding a BPA office for the 2023-2024 year at the Regional, State or National level.
- Ability to abide by all rules and regulations as set forth by the Executive Officer Election Handbooks, Business Professionals of America, and Business Professionals of America – Texas Association.

Application Process

Texas' Secondary Division can run two (2) candidates for Executive Office. Texas' Post-Secondary Division can run two (2) candidates for Executive Office. Candidates will not campaign for a specific office but will campaign for the chance to represent Texas as an Executive Officer Candidate.

A slate of two (2) Secondary and (2) Post-Secondary Executive Officer Candidates will be named by completing the required election components accurately and by adding the plurality vote at a set percentage, as stated below. The five (5) components of the election process will be completed in two (2) sections. As our state association grows so does interest in running for national office. To ensure the efficiency and effectiveness of the election process, there is a two-step elimination process in the Texas election for Executive Officer candidates. All candidates will partake in Section 1 of the election process which includes a virtual interview, online test, and a scored officer election packet. These three (3) components will comprise the majority of the candidate's overall potential score. The top ten (10) national candidates (5 Secondary and 5 Post Secondary) that have the highest score at the conclusion of Section 1 will proceed to Section 2. Those that proceed to Section 2 will partake in giving their speech and participating in the campaign rally at SLC. Once the Section 2 scores are added to the Section 1 scores, the top scores will equate to the top four (4) elected officers.

Section 1 (conducted virtually prior to February 13, 2023)

Officer Election Packet (scored by the Officer Elections Committee)	25%
Interview (conducted online by the Officer Elections Committee)	25%
Candidate Test (administered online by the Officer Elections Committee)	10%

Section 2 (conducted at the 2023 State Leadership Conference)

Campaign Rally (votes cast by Voting Delegates)	30%
Speech (evaluated by the Officer Elections Committee)	10%

The scoring rubrics the Officer Elections Committee uses for the Election Packet, Interview, and Speech portions are provided in this handbook to allow candidates to become aware of what the committee is looking for.

Candidates that advance to Section 2 of the campaign process, will be notified by **February 14, 2023**. At this time, if selected, candidates can proceed with speeches and purchasing and creating materials to prepare for the Campaign Rally at SLC

Candidates are allowed one campaign manager to assist in Section 2, as the candidate requires

Packet Submission

All Executive Officer Candidates will be expected to submit the Officer Election Packet by **February 3, 2023 at 11:59 p.m. CST** via the [Officer Candidate Packet Submission Form](#) located at the bottom of the Running for Officer page on the Texas BPA website at the following web address bpa.org/texas/runningforoffice/.

The Officer Election Packet must include the following items that must be typed:

- **Executive Council Candidate Information Form** – This form will provide the State Advisor and Executive Council Coordinator with very important contact information that will be needed if the candidate is elected
- **Executive Council Candidate Nomination Form** – Candidates will use this form to indicate the division in which they are running for office
- **Officer Social Media Policy** – Must have all required signatures
- **Officer Code of Ethics** – Must have all required signatures
- **Officer Removal from Office Form** – Must have all required signatures
- **Media Release Form** – This form will give our webmaster the permission to upload your picture to our website, if necessary. It must have all required signatures.
- **Academic Honesty Form** – This form is assurance that no candidate will participate in any form of academic dishonesty while taking the Officer Elections Test. It must have all required signatures.
- **Unofficial High School or Collegiate Transcript** – Please include a scanned copy of your unofficial transcript.
- **Candidate Cover Letter** – This letter must be addressed to “Officer Elections Committee.” In this letter, you will have the opportunity to explain your reason(s) for running for office and your qualifications. Must follow Style and Reference Manual guidelines.
- **Résumé** – Must be typed.
- **Letter of Recommendation** – Must be from and signed by the candidate's BPA advisor.
- **100 Word Statement** – This statement should explain what goals/ideas/abilities you as the candidate will bring to Business Professionals of America, if elected.
- **Digital Photo of Candidate** – Picture should be saved in a .JPG format, for media purposes. Please attach .JPG separate from officer packet documents. Keep in mind that this picture will be displayed on the big screen while the candidate is giving his/her speech. A very small picture could become blurry and pixilated when stretched.

Please Note: Packets must be time stamped via email by the designated deadline. Packets that do not meet the deadline will not be accepted. **No exceptions will be made.** It is strongly encouraged to not wait until the last minute in case of email, internet, or other technical difficulties. If no confirmation email is received, it is the responsibility of the candidate to contact the Officer Elections Committee via email at OfficerElectionsCommittee@gmail.com for verification. The committee will not be held responsible for any missing items in the packet, missing signatures, submitting outdated paperwork, any technical difficulties, or for packets sent to the wrong address.

Officer Candidate Interview

All Executive Council Candidates will participate in the Officer Candidate Interview, which is a component of their Section 1 score. Interviews will be conducted virtually by the Officer Elections Committee **between February 5 and February 12, 2023**. Candidates will be contacted via email to schedule an interview day and time. Candidates will need access to a webcam and a reliable internet connection.

Executive Council Candidates should be aware of any previous engagements when signing up for his/her virtual interview time. A scoring rubric is provided in this handbook for reference

Officer Candidate Test

All Executive Council Candidates will participate in the Officer Candidate Test, which is a component of their Section 1 score. The test will be administered online **between February 5 and February 12, 2023**. Candidates will be contacted via email with instructions and the timeframe in which the test must be completed.

Officer Candidates should be knowledgeable in all aspects of the organization. Each officer should be able to answer questions concerning the structure, purpose, history, and members of leadership for both Texas BPA and Business Professionals of America as a whole. Every officer candidate should be able to recite the Pledge as well as the Vision and Mission Statements of Business Professionals of America. Candidates are encouraged to study information provided on both the Texas BPA website (www.bpa.org/texas) and the National Merit Scholar study guide.

The test will be restricted to a thirty (30) minute time limit. Any unethical behaviors or cheating during the test will not be tolerated, are strictly forbidden, and are cause for immediate disqualification of the candidate. Attached is an Academic Honesty form. This form must be submitted with all required signatures.

If the candidate requires any accommodations, they will be met by the Officer Election Committee as long as proper documentation is received in a timely manner.

Officer Candidate Speeches

Executive Council Candidates that advance to Section 2 will give their speeches during the Second General Session at the State Leadership Conference. The candidate will be introduced by either their campaign manager, or the presiding Texas Association President. The candidate must write their speech based on the following guidelines:

1. Candidates will be given no more than two (2) minutes to speak, notecards will be allowed
2. Speeches should NOT mention the candidate's hometown or school
3. No props, costumes, demonstrations, skits or visual aids will be allowed during a speech
4. When campaign manager is introducing candidate, a short, professional, introduction should be used.
5. Speeches should NOT act out any skits, productions, excessive gestures, etc.

Inappropriate speeches, as determined by the Officer Elections Committee, are cause for immediate disqualification.

Speeches are due by **February 24, 2023 at 11:59 p.m. CST** via email to OfficerElectionsCommittee@gmail.com. Any late submissions will not be approved and you will be disqualified.

Once the speech is submitted, the Officer Elections Committee will evaluate the speeches and determine if any changes are needed. Candidates will be informed of the committee's decision. Once speeches are approved as submitted, NO CHANGES will be allowed. The candidate speaking order will be randomized.

Votes Cast by Voting Delegates

Campaign Rally Set-Up

Executive Council Candidates that advance to Section 2 will set-up their campaign booth with the assistance of their campaign manager. One (1) table will be provided for each Executive Council Candidate and must be set-up within the time allotment designated. At this time, candidates will turn in:

- Official High School Transcript – Must be sealed and signed by school official.
- Candidate Application Fee – This \$15.00 can be paid by cash or money order payable to “BPA – Texas Association.” NO CHECKS WILL BE ACCEPTED.
- Campaign Expense Report – Must be typed and signed by the candidate, campaign manager and advisor.

The Campaign Expense Report will be verified by the Officer Elections Committee. The instructions and format to follow are included in this handbook. The report and items used in the campaign must not exceed \$200.00. If an item is not listed on the expense report, the candidate will have to remove it from the campaign booth. ALL items used during the creation of a campaign booth must be recorded. Please refer to the Campaign Expense Report example given in this handbook. Please be aware that the money a candidate spends on his/her campaign is the responsibility of the candidate. Texas BPA nor any area, region or chapter is required to reimburse a candidate for campaign expenses. Failure to provide all documentation and fees may result in disqualification.

The Campaign Rally Set-up* will be the only time a candidate and/or a campaign manager has to set-up their booth. It is also the only time in which the Campaign Expense Report will be reviewed and approved. If no candidate or campaign manager show up, or no expense report is submitted, the Executive Council Candidate will be disqualified.

***PLEASE NOTE: HELIUM BALLOONS IN ANY FORM, GLITTER IN ANY FORM, CONFETTI OR BUBBLES OF ANY KIND MAY NOT BE USED IN ANY CAMPAIGN. THE OFFICER ELECTION COMMITTEE RESERVES THE RIGHT TO ASK FOR REMOVAL OF ANY CAMPAIGNING MATERIAL IF DEEMED UNACCEPTABLE.**

ANY ITEMS IN THE CAMPAIGN THAT MAY BE CONSUMED, MUST BE A PREPACKAGED ITEM. NO EXCEPTIONS.

Campaign Rally

Executive Council Candidates and campaign managers will be allowed in the Campaign Rally first. Voting Delegates will be allowed to enter the Campaign Rally second and will submit their voting ballots. Each chapter will have two (2) voting delegates. All other members and advisors will be allowed into the Campaign Rally at a designated time after all votes have been cast.

The Campaign Rally is the only time allowed for an Executive Council Candidate to campaign. **At no other point during the State Leadership Conference will campaigning be allowed.** Soliciting votes at a time other than the Campaign Rally will result in the Executive Council Candidate's disqualification; this includes, but is not limited to, wearing badges, buttons, t-shirts, stickers, Snapchat filters, and flyers. Campaigning via social media, or around the conference before the rally is prohibited and will result in disqualification.

INSTALLATION OF EXECUTIVE COUNCIL CANDIDATES

Newly elected Executive Council Candidates will be announced and installed at the beginning of the Awards Ceremony at the end of the State Leadership Conference. It is mandatory for all Executive Council Candidates to be present at the Awards Ceremony.

Elected Executive Council Candidates will be under the direction of the Texas State Advisor.

Elected candidates will follow guidelines and procedures listed in the National Officer Handbook (which governs the election procedures at the National Leadership Conference) and will work with the State Advisor to complete the required paperwork to represent Texas at Nationals. Contact the State Advisor, Diana Weber, at mrsweberbpa@gmail.com for more information about the process.

NATIONAL OFFICER CANDIDATE EXPENSES

Executive Council Expenses are paid according to Executive Council Guidelines. The State Association does not provide funds for Executive Council Officers nor Executive Council Candidates.

EXECUTIVE COUNCIL CANDIDATE INFORMATION FORM

Name of Candidate: _____

Phone Number: _____ Street Address: _____

City: _____ State: _____ ZIP Code: _____

Email Address: _____

Grade Level: _____

Parent/Guardian's Name: _____ Phone Number: _____

Phone Number: _____ Street Address: _____

City: _____ State: _____ ZIP Code: _____

SCHOOL INFORMATION

Name of School: _____

Phone Number: _____

Street Address: _____

City: _____ State: _____ ZIP Code: _____

Chapter Advisor's Name***: _____

Phone Number: _____

Email Address: _____

President/Director/Principal's Name: _____

***** This advisor will be associated with the candidate throughout the campaign process. This advisor will be copied on emails from the Officer Elections Committee regarding campaign processes, information, changes of plans, etc. If the candidate is elected to office this advisor's name and information will be given to the State Advisor and Executive Council Coordinator for further correspondence about officer duties and events.**

EXECUTIVE COUNCIL CANDIDATE NOMINATION FORM

Name of Candidate: _____

Instructions: Check your membership division.

- Secondary Division:
(Offices Include: President, Vice-President, Secretary, Treasurer, Historian, Parliamentarian)
- Post-Secondary Division:
(Offices Include: President, Vice-President, Secretary/Treasurer, Parliamentarian)

Evidence of leadership ability in Business Professionals of America:

Leadership Position Held (one must be an elected officer position)	From - To

Evidence of other leadership ability in school, civic, or other organizations:

Name of Organization	Office Held	From – To

The above candidate is a member in good standing of the _____ chapter of Business Professionals of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

If elected, **I will attend the 2023 National Leadership Conference**, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of Business Professionals of America and be a student member.

Signature of Officer Candidate

Date

Signature of Officer Candidate's Advisor

Date

SOCIAL MEDIA POLICY

With social media becoming more prominent it is important that we outline boundaries for the proper use of social media sites. While it can help expand the reach of our organization, it can also harm us.

Social media includes but is not limited to:

- All types of posts and communications on the internet, including text messages, emails and text messaging apps like Kik, GroupMe, Remind and WhatsApp
- Posts on social networking sites (such as Facebook, Twitter, Instagram, Snapchat, etc.)
- Blogs and other online journals and diaries
- Bulletin boards and chat rooms
- Posts on media sharing sites like Flickr, YouTube and TikTok

Engaging in social media that identifies you as a BPA member and Officer could make a positive or negative impression, regardless if the activity was conducted at a BPA event or on your own time.

You should refrain from:

- Profane language
- References to alcohol, tobacco, or other illegal substances
- Sexual innuendos
- Any other illegal activities
- Any other action that the Board of Directors deems detrimental to the organization

DO'S	DON'TS
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references
Think twice before posting or putting yourself in inappropriate positions	Have incriminating, violence, any form of nudity, inappropriate gestures, etc. reference
Follow Texas BPA social media platforms as well as allow Texas BPA Board of Directors to follow you	Block any Texas BPA Board of Directors from viewing your post

I acknowledge that I must submit all social media handles and usernames to Texas BPA and any participation in any damaging acts may mean issuing of demerits, removal from office, or other consequences as decided by the Board of Directors.

Signature of Officer Candidate

Date

Signature of Officer Candidate's Parent/Guardian

Date

Signature of Officer Candidate's Advisor

Date

ACADEMIC DISHONESTY FORM

Business Professionals of America Texas Association does not condone academic dishonesty. Academic dishonesty will result in automatic disqualification of the officer candidate.

Academic dishonesty includes but is not limited to:

- Unauthorized use of study material while taking officer candidate test.
- Assistance from any other individuals while taking officer candidate test.
- Use of other websites during allotted time given for test.

Name of Candidate: _____

Signature of Officer Candidate

Date

Chapter Advisor's Name: _____

Name of School: _____

Signature of Officer Candidate's Advisor

Date

OFFICER CODE OF ETHICS

Name of Candidate: _____

As an officer of Business Professionals of America, I understand and agree to abide by the Delegate Code of Conduct and all policies and procedures relating to officers and members as indicated in the Policies and Procedures Handbook. In addition, I agree to the following:

I will:

1. Follow instructions as directed by those in charge.
2. Wear official dress and/or designated dress by the Executive Council Coordinator when traveling to/from an assignment and using any public transportation.
3. Serve as a member of the Officer Team by always maintaining a cooperative attitude.
4. Maintain proper dress and good grooming on all occasions.
5. Treat all members equally by not favoring one over another.
6. Behave in a manner which conveys and commands respect without any air of superiority.
7. Maintain dignity while being personable, concerned and interested in fellow members.
8. Respect curfew and stay in the hotel room that I am assigned (male and female officers are not to be in the same sleeping room at the same time).
9. Attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
10. Keep the Executive Council Coordinator informed of activities and whereabouts at all times.
11. Abide by the Social Media Policy.

I will not:

1. Use alcohol, drugs, or tobacco while in attendance at any function concerning Business Professionals of America.
2. Engage in any romantic activity with any other BPA officer.
3. Frequent any place or engage in any activities, which in any way could raise question as to my moral character.
4. Use language that is not considered wholesome in any speech or informal conversation.
5. Engage in any conversations that belittle or downgrade fellow Business Professionals of America members, officers, and/or adults.
6. Use a personal vehicle or ride in vehicles not approved by Executive Council Coordinator while representing or acting on behalf of Business Professionals of America.
7. Be allowed in the rooms assigned to the opposite sex unless accompanied by Executive Council Coordinator or designee.

Signature of Officer Candidate

Date

Signature of Officer Candidate's Advisor

Date

MEDIA RELEASE FORM

I grant permission to Business Professionals of America, Texas Association, to use my child's name and/or photographs for use in organization publications such as recruiting brochures, newsletters, and websites, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Business Professionals of America, Texas Association website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Business Professionals of America, Texas Association, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs and information, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

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

Candidate's Name: _____

Street Address: _____ City, State, ZIP: _____

Parent/Legal Guardian Name: _____

Signature of Officer Candidate's Parent/Guardian
or Signature of Officer Candidate, if Post-Secondary

Date

Chapter Advisor's Name: _____

School Name: _____

School Address: _____ City, State, ZIP: _____

Signature of Officer Candidate's Advisor

Date

CAMPAIGN EXPENSE REPORT

Name of Candidate: _____

Executive Council Candidate Campaign Expense Report				
Item	# of Units	Qty. Description	Cost per Unit	Total Cost
Total Expenses				\$

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

Signature of Officer Candidate

Date

Signature of Officer Candidate's Campaign Manager

Date

Signature of Officer Candidate's Advisor

Date

The Officer Election Committee has the right to request receipts to verify cast. Failure to provide all documentation will result in disqualification

OFFICER CANDIDATE REFERENCES

Scoring Rubrics

The following rubrics are for the Executive Council Candidates to get a feel for what they are being evaluated on. The Officer Elections Committee uses rubrics to evaluate each Executive Council Candidate on his/her academics/participation and speech.

Officer Candidate Review of Academics and Participation

Committee members will use the candidate's résumé, transcript, 100-word statement, cover letter, and letter of recommendation to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Experiences:					
<ul style="list-style-type: none"> • Responsibility • Teamwork • Leadership 	1 – 3	4 – 6	7 – 8	9 – 10	
Involvement:					
<ul style="list-style-type: none"> • In BPA • Outside of BPA 	1 – 3	4 – 6	7 – 8	9 – 10	
Scholastics:					
<ul style="list-style-type: none"> • Academic Excellence • Shows Improvement • Course Load • Proper résumé Format 	1 – 3	4 – 6	7 – 8	9 – 10	
Other:					
<ul style="list-style-type: none"> • Reason for Running • Goal Orientation 	1 – 3	4 – 6	7 – 8	9 – 10	
Total Points (110 Maximum)					

Second General Session

Committee members will use the candidate's speech to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Speaking Skills:					
<ul style="list-style-type: none"> • Public Speaking • Confidence in front of a group • Knowledge of Speech • Content of Speech • Stayed within time limit 	1 – 3	4 – 6	7 – 8	9 – 10	
Penalty:					
<ul style="list-style-type: none"> • Mentioned school/hometown • Inappropriate campaign manager introduction • Gestures acts or anything deemed inappropriate by Officer Election Committee 		-5			
Total Points (40 Maximum)					

Officer Candidate Interview

Committee members will use the candidate's virtual interview to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Applicant's Greeting: <ul style="list-style-type: none"> • Proper Introduction • Positive First Impression 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Applicant's Appearance: <ul style="list-style-type: none"> • Neat, well groomed • Appropriately attired 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Personality and Poise: <ul style="list-style-type: none"> • Positive, Courteous, and Confident • Good posture, gestures, and eye contact 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Communication Skills: <ul style="list-style-type: none"> • Proper Grammar • Pleasant voice and tone 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Responses: <ul style="list-style-type: none"> • Responded with appropriate answers • Demonstrated knowledge of BPA and potential position • Demonstrated initiative and enthusiasm • Ability to think on their feet 	1 – 3 1 – 3 1 – 3 1 – 3	4 – 6 4 – 6 4 – 6 4 – 6	7 – 8 7 – 8 7 – 8 7 – 8	9 – 10 9 – 10 9 – 10 9 – 10	
Close of Interview: <ul style="list-style-type: none"> • Concluded interview effectively 	1 – 3	4 – 6	7 – 8	9 – 10	
Total Points (130 Maximum)					

CAMPAIGN EXPENSE REPORT FORMAT SAMPLE

The Campaign Expense Report will be submitted to the Officer Elections Committee during the time of the Campaign Rally Set-Up. List every item that is used for your campaign and/or campaign booth, even if it's donated or free of charge. Calculate the market value for all donated items. If the item is not listed on the Expense Report, it will be asked to be removed from your campaign table.

Executive Council Candidates should provide copies of all receipts available. For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item. You will not be allowed to start your campaign without an accurate expense report.

Sample:

Candidate Name: John Doe

Executive Council Candidate Campaign Expense Report				
Item	# of Units	Qty. Description	Cost per Unit	Total Cost
Poster Board	3	Each	\$1.00	\$3.00
Glue Stick	1	Each	\$1.98	\$1.98
Permanent Markers	1	Package	\$2.45	\$2.45
Construction Paper	4	Packages	\$1.20	\$4.80
Tape	1	Roll	\$0.99	\$0.99
Lollipops	3	Bags	\$2.00	\$6.00
Black and White Copies	8	Sheets	\$0.10	\$0.80
Color Copies	17	Sheets	\$0.40	\$6.80
Business Cards	40	Cards	\$0.20	\$8.00
Ink	2	Cartridges	\$24.95	\$49.90
Total Expenses				\$84.72

EXECUTIVE COUNCIL CANDIDATE CHECK LIST

Executive Council Candidates will be expected to submit the completed Officer Election Packet by the set deadline. Submissions will be made via the [Officer Candidate Packet Submission Form](#) located at the bottom of the Running for Officer page on the Texas BPA website at the following web address bpa.org/texas/runningforoffice/. The deadline is **Friday, February 3, 2023 at 11:59 pm CST**. Please send all documents together TYPED as one packet in a PDF format unless otherwise indicated.

The Officer Election Packet should include:

- Forms included in this Handbook
 - Executive Council Candidate Information Form
 - Executive Council Candidate Nomination Form
 - Social Media Policy
 - Academic Honesty Form
 - Officer Code of Ethics
 - Media Release Form
- Documents produced by the Candidate
 - **Unofficial** High School Transcript
 - Candidate Cover Letter
 - Letter of Recommendation (from advisor)
 - Résumé
 - 100 Word Statement
 - Digital Photo of Candidate (attached as a .JPG)

The following items must be submitted at the time of the Campaign Rally Set-Up:

- **Official** High School or Collegiate Transcript (*must be sealed and signed by school official*)
- Candidate Application Fee of \$15.00 (*paid by cash or money order payable to "BPA – Texas Association." NO CHECKS will be accepted*)
- Campaign Expense Report (*typed & signed by candidate, campaign manager & advisor*)

Executive Council Candidate Deadlines

- February 3, 2023
 - Officer Election Packet due by 11:59pm CST
- February 5 – February 12, 2023
 - Test will be administered
- February 5 – February 12, 2023
 - Interviews will be conducted
- February 14, 2023
 - Candidates notified if they proceed to Section 2
- February 24, 2023
 - Speeches due for approval by at 11:59pm CST
- March 3, 2023
 - Candidate Speeches and Campaign Rally at SLC