



WISCONSIN  
**BUSINESS**  
**PROFESSIONALS**  
of AMERICA

# WISCONSIN STATE OFFICER CANDIDATE RULES AND REGULATIONS

*Revised September 2020*

## **PURPOSE**

This handbook is intended to provide information to chapter advisors and prospective Wisconsin officer candidates concerning eligibility and campaigning.

## **CHAPTER ADVISOR INFORMATION**

### **Advisor Responsibilities**

- To make this handbook and a link to the online application available to interested students
- To encourage qualified students, that would benefit from the experience, to run for office
- To recognize that should their candidate be elected to the Officer Team, they also become a member of the Executive Board
- To verify that members are qualified to run for an Executive Board position according to the Wisconsin Association: Eligibility Requirements, as listed below

## **STEPS TO CANDIDACY**

### **Eligibility**

In order to run for a position on the Executive Board, the applicant must:

- Be a current paid member of the Local, State, and National Associations
- Have at least a 2.5 cumulative grade point average in his/her program and must be enrolled in a minimum of 6 credit hours for the school year and it is expected that a minimum of 6 credit hours would be maintained during the term of the WI State Officer position
- Submit complete Wisconsin BPA State Officer application materials
- Attend a Candidate Orientation at the Wisconsin State Leadership Conference (if running at state)
- Be prepared to present a campaign speech and participate in the Candidate Forum at the General Session of the conference and answer questions from the current officers

### **Campaign Regulations**

Candidates, chapter members, and chapter advisors must follow all campaign regulations. Failure may result in disqualification of the candidate.

Official Starting Time:

- Campaigning may begin immediately at the beginning of the conference

Campaign Materials:

- General Guidelines
  - Campaign speech may not contain reference to a specific Executive Board position
  - Promotional materials (pens, brochures, food products, etc.) are not permitted
  - Hospitality rooms are not permitted
  - The candidate may submit one promotional flyer and/or bio to the State Director twenty-four (24) hours prior to the beginning of the conference for Executive Board approval, to be posted at the conference
  - If the candidate is in doubt about what is allowed, contact the State Director
  - Candidates are encouraged to network with students throughout the conference

## **Candidate Attire/Behavior**

- Candidates are to dress professionally per the BPA Dress Code for all conference activities unless otherwise noted (Casual dress is appropriate for dances, alumni-sponsored activities, and free time)
- Ensure your behavior is appropriate to an officer of our organization, the voting delegates have been instructed to watch your actions carefully

## **Candidate Seating (specific to SLC)**

- All candidates will be seated in the designated reserved section
- All candidates must be seated at least five (5) minutes prior to the start of sessions

## **Candidate Speech**

- The speech may not contain any reference to a specific Executive Board position
- The speech is timed and limited to two (2) minutes
- Candidates will be given a time warning when one (1) minute remains
- Candidates who exceed two (2) minutes will be stopped
- The candidate may use note cards or printed speech
- Nominations, introductions, visual aids, and demonstrations are not allowed

## **Candidates' Forum**

- The candidates' forum will be during the General Session at the State Leadership Conference or during the beginning of the BPA Business Meeting at the Fall Leadership Conference
- Each candidate will answer two (2) questions, one from each of the following categories:

### **BPA Questions**

- What qualifications do you have to serve on the Executive Board?
- What do you hope to contribute to the State Association?
- Why did you initially join Business Professionals of America?
- What impresses you the most about our organization?
- Tell us how you prepared to run for this position on the Executive Board.
- What are your goals for Business Professionals of America?
- What do you hope to gain by being a member of Business Professionals of America?
- Special Olympics is our nationally recognized service project, what ideas do you have to increase awareness and support for their organization?

### **General Questions**

- Tell us your definition of a business professional.
- Why do you wish to be an officer?
- What is your greatest strength as a leader?
- What is your greatest weakness, and what steps have you taken to overcome it?
- Tell us about a time when you had to work with others to accomplish a goal?
- Tell us about a time you had to step out of your comfort zone?
- How do you plan to handle school, work, family, and an officer position?
- What are your career goals after you graduate?