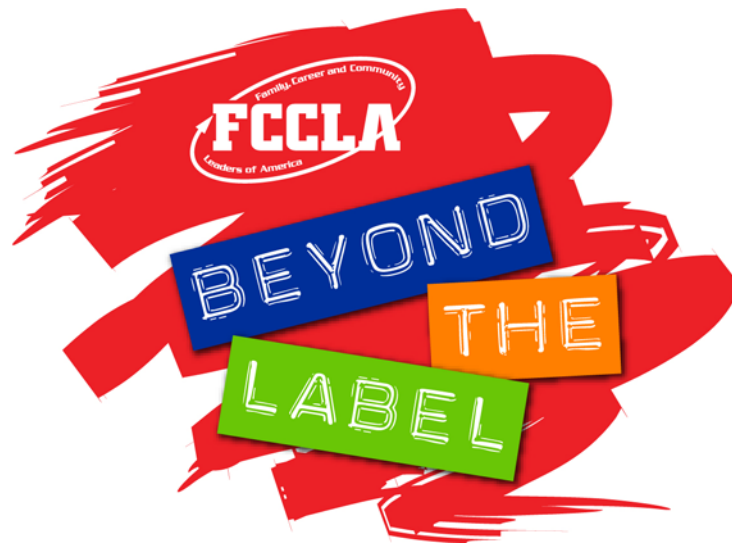


FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

2009 National Leadership Conference

**July 12 – 16
Nashville, Tennessee**



**December Release:
*Election Information***



2009 NATIONAL OFFICER CANDIDATES & ADVISERS, NOMINATING COMMITTEE, AND ELECTION COMMITTEE INFORMATION

Contact: Kristin Zullo, Leadership Development Manager

State Selection of National Officer Candidates

- The state adviser should ensure each candidate possesses the necessary skills and emotional maturity to serve as a national officer. State officers elected to serve as national officers will be expected to relinquish their state office. Consult the *Bylaws* for the list of required qualifications.

Information for National Officer Candidates

- FCCLA national officers are elected at the National Leadership Conference every year in accordance with the national *Bylaws* (revised 2004). Article VI, Section 1 through Section 8 of the current *Bylaws* states the National Officer Election process and responsibilities.
- The National Officer Candidate Application will be posted on the FCCLA website in January. Included in the *December Release* you will find the National Officer Candidate application form instructions to use with the application.
- The National Officer Candidate Application must be typed using only the space provided. Do **not** alter or make any changes to the application. Use only the application located on the national FCCLA website. If a state is running two candidates from their state, it will be necessary to submit two forms. **National officer candidate qualifications should be prepared by the state adviser in cooperation with the candidate and chapter adviser.**
- National officer candidates must have paid their national membership dues by **March 1, 2009**. Only members can run for office. Proof of membership, an official transcript with cumulative grade point average, two photographs, summary sheet of FCCLA information, recommendation sheets, parental transcript release agreement, website release form, code of conduct agreement, the code of ethics agreement, and officer preference form must all be signed and dated and sent along with the application.
- All applications must be postmarked by **May 15**. Extended deadlines may be requested through the FCCLA Leadership Development Manager. Applications will not be accepted beyond the May 15th deadline unless an extension is granted.
- National officer candidates and their adviser should make a copy of the application for their records before submitting to national headquarters. Note that national headquarters cannot provide copies of the application once it has been submitted nor will an application be returned.
- It is the responsibility of the state adviser to ensure that national officer candidate(s) and adviser(s) print a copy of the *National Executive Council/Adviser Handbook* prior to deciding to run for office. This document will be available on the national FCCLA website in January. National officer candidates and their parents should be made aware of the extent of their responsibilities and must read the entire handbook before running for office. In particular, they should be made aware that **National Executive Council members often travel without adult companions throughout the year**. If a school system does not permit a national officer to travel alone, the member should not run for national office. Advisers, parents, and school administrators should be advised of this policy. It is also important that candidates understand the responsibilities of serving as a national officer and are willing to make FCCLA the top priority during their time in office.
- National officer candidates and their parents should be informed of the liability incurred by members of the Board of Directors, which includes the newly elected National Executive Council

President and the Vice-President of Finance. When the member is a minor, the parent or guardian assumes the legal liability. Members of the Board of Directors may be sued individually, although it is highly unlikely. Advisedly, the national organization carries liability insurance to cover Board members as individuals.

- National officer candidates are required to submit a school transcript with their application. To be eligible to run for national office, candidates must have a non-weighted grade point average of 3.0 for the previous 3 semesters. Transcripts submitted should reflect the national officer candidates' grade point average for the previous 3 semesters on a non-weighted 4.0 scale. If the candidate's school does not use a non-weighted 4.0 scale, have a school official provide on the transcript the candidate's grade point average converted to a 4.0 non-weighted scale and sign the transcript changes that are made. **Note: National headquarters may verify this information with school officials.**
- National officer candidates, their local advisers, and state advisers will receive additional information regarding responsibilities following the application deadline. After the application has been accepted, a schedule for national officer candidates, a letter detailing responsibilities, and installation scripts will be mailed to the candidates in June. Local and state advisers will receive a copy of the letter not including the enclosures. National officer candidates are expected to complete various forms, have an official FCCLA national uniform from Huber Buchenroth or API, and memorize the appropriate portions of the installation **prior** to arriving at the National Leadership Conference.
- If elected, national officers are required to attend the following meetings: National Executive Council August Meeting: August 2009 (To Be Determined), **Ultimate State Officer Academy (USA)**: September 2009 (To Be Determined), National Cluster Meetings: November 20-22, 2009, National Executive Council/Board of Directors Winter Meeting: January, 2010 (To Be Determined), and the National Leadership Conference: July 4-8, 2010.
- If not elected, national officer candidates are asked to attend a national officer candidate debrief to meet with select national staff and past national officer candidates for a Q&A session, discuss the election process, learn about opportunities for the coming year and stay involved.
- National officer candidates can become better acquainted with FCCLA on the state and national levels by reading and understanding the following FCCLA resources when running for office:
 - *Be Part of It! Membership Campaign Materials*
 - *FCCLA At-A-Glance* (sent to each affiliated chapter in the fall)
 - *FCCLA Chapter Handbook*
 - *FCCLA. . . What's It All About DVD*
 - *Information Sheet*
 - *FCCLA National Program Materials*
 - *National Executive Council/Adviser Handbook*
 - *Release information* regarding National Leadership Conference from state advisers
 - *Teen Times*
 - *The Guide to Promoting FCCLA*
 - www.fcclainc.org
- National headquarters will provide a "national officer candidate" ribbon for each officer candidate. The candidates will receive this ribbon at the National Officer Candidate Orientation on Saturday, July 11th.
- Officer candidates must bring an official national blazer from Huber Buchenroth or API. The official national uniform is **mandatory** for the Business Session and group photo. Candidates that become national officers will have to purchase the official blazer for their office term.

- Female candidates must purchase a white oxford blouse with a button-down shirt collar, black knee length skirt purchased from Huber Buchenroth, and black dress shoes that are closed toe pumps with a 2" heel. Male candidates must purchase a white oxford shirt with a button-down shirt collar, black slacks, and black dress shoes.
- Female candidates who are elected will need a solid white formal long dress to wear for the installation at the Closing General Session and Gala. Dresses should not be strapless. Male candidates who are elected will need a black tuxedo with a black tie.
- Both incoming and outgoing National Executive Council members will be provided corsages or boutonnieres for the installation ceremony at the Closing General Session. National officers will not be permitted to wear corsages from state groups during the Closing General Session & Installation.
- Candidates should learn and memorize their respective parts of the installation. Copies of the installation script will be sent to candidates prior to the National Leadership Conference by mail.
- To be eligible to run for national office, candidates are required to stay at the official National Leadership Conference hotel. National officer candidates not staying at the official hotel may not run for national office or be elected. The official hotel of the 2009 National Leadership Conference is the Gaylord Opryland Resort and Convention Center.
- Those candidates who are elected will be **required** to attend the FCCLA Lakeside Beach Party and the FCCLA Gala together as a group and should purchase tickets for both when they register for the conference.

Campaigning – Not Permitted

- Campaigning, which includes but is not limited to, soliciting/asking for votes and distribution or posting of printed materials in support of the candidate or bearing the candidates name, including brochures and business cards, shall not be allowed by national officer candidates or their supporters. If a member or state adviser of Family, Career and Community Leaders of America feels that a national officer candidate has violated this policy, such violation must be reported, in writing, to the Information Desk at the National Leadership Conference. A panel consisting of the immediate past president and immediate past vice-president of finance and the chair of the board of directors will investigate the allegation. Alleged violations must be reported prior to the close of the voting process. If the review panel determines the national officer candidate or their supporters has violated this policy, that candidate will be disqualified from election. The decision of the review panel is final.
- **Organization policy does not permit candidates to distribute or post any campaign materials or campaign in any other way prior to or during the election.**
- Please inform your national officer candidates:
 1. Speeches should be prepared to address the topic provided on the FCCLA national website prior to the National Leadership Conference under the Youth Leaders Section under Leadership Opportunities, which will be posted in February.
 2. Candidates, advisers, parents, members, and/or supporters of the candidate must not request votes for the candidate.
 3. Do not pass out any paraphernalia including items such as business cards, state pins, etc. during the conference.
 4. Violation of the above guidelines may result in disqualification of the candidate.

Cell Phone Policy

- During national officer candidate elections at the National Leadership Conference, all national officer candidates are prohibited from using cellular devices (cell phones, PDAs, etc.) during any/all speeches. If a national officer candidate is in violation of this policy, such violation must be reported to FCCLA national staff. Alleged violations must be reported in writing to national staff prior to the close of the voting process. This allegation will be investigated by the Executive Director and current president and may lead to disqualification. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

Travel Expenses – Not Reimbursed

- All expenses of the national officer candidate to attend the National Leadership Conference will be the responsibility of the candidate's state and/or chapter. The national organization will not reimburse any portion of the candidate's expenses.

Responsibilities of National Officer Candidates at the National Leadership Conference

- States should not assign responsibilities to national officer candidates that will interfere with meetings scheduled for candidates or new officers. A national officer candidate will not be able to participate in STAR Events (unless they do not make it to the final round for at-large speeches and interviews on Monday), nor should they be assigned to serve as a session leader, usher of a workshop, or participate as a presenter. If elected, officers are not permitted to attend the National Membership Network, National Connection Team, or State President Training; If the candidate is **not** elected, they can attend the sessions designated by the state adviser. Candidates who are **not** elected are encouraged to attend and become part of the National Program Team.

National Officer Candidates' Advisers

- All national officer candidate advisers should refer to the *National Executive Council/Adviser Handbook* located on the FCCLA national website in the Youth Leaders section under Leadership Opportunities. This resource provides detailed information about the roles and responsibilities of the officer's adviser. It is **important** for advisers to read this resource thoroughly and have a good understanding of the expectations of their role as an adviser to a national officer and the officer's role if elected.
- National officer candidate advisers are the advisers to the local chapter where the officer attends school or the state adviser. National Executive Council Advisers are required by the *Bylaws* to be teachers certified in Family and Consumer Sciences and/or related occupations, and a chapter or state adviser.
- National officer candidate advisers are expected to attend an orientation meeting at the 2009 National Leadership Conference on Saturday, July 11th. During this orientation meeting and by email, advisers will receive details about other National Leadership Conference activities in Nashville, Tennessee they will be asked to attend. Advisers of elected officers will attend a luncheon and the 2009-2010 National Executive Council Advisers training meeting.
- National Executive Council and Advisers Meeting will be held in August in Virginia. During this meeting, advisers will become acquainted with their roles and responsibilities, receive professional development training and organizational updates, develop workshops, provide input to strengthen national programs and publications, and plan involvement in national meetings and activities.

- The National Leadership Conference will be held in Chicago, Illinois, July 4-6, 2010. The same adviser must attend both meetings. Substitutions at the meetings are not permitted unless arranged prior to elections. National headquarters does not cover expenses for the adviser's travel to any other meetings the officers attend.
- National headquarters does not cover expenses for adviser travel to any other meetings the officer attends. If an officer is not permitted to travel alone, the school or state association will be responsible for covering the adviser's expenses. In addition, if an adviser substitution must be made at the 2009 National Leadership Conference, the school or state association will be responsible for covering the adviser's expenses. If this is a problem, the student should not make plans to run for a national officer position.
- An orientation for advisers of national officer candidates will be held on Saturday, July 11, at 6:00 p.m. to brief advisers on how to help their candidates throughout the week.
- If the local adviser cannot attend, a substitute responsible for the national officer candidate must attend and should inform the Marketing and Membership Manager prior to the National Leadership Conference. These advisers should also plan to attend Monday's At-Large Candidates Speeches (if their candidates are selected), Monday regional meetings, and state meetings with their officer candidate.
- Advisers **are not permitted to attend** the At-Large Candidates' Interviews or the Regional Candidate Interviews on Sunday morning for voting delegates, National Executive Council, and national officer candidates.
- All national officer candidates' advisers must review the *2009-2010 National Executive Council/Adviser Handbook* found on the FCCLA website, under the *Youth Leaders* section located under *Leadership Opportunities*, prior to the National Leadership Conference in order to understand the commitment required.

Nominating Committee

- In accordance with the *Bylaws* (revised 2004), three states from each region (on an alphabetical rotation of states within the region), may select a student representative to serve on the nominating committee. The Past National President, will chair the committee. A national staff member serves as the election consultant.
- The major responsibility of the committee is to evaluate the at-large national officer applications, interview the candidates, and narrow the number of at-large candidates to 12 for consideration by the voting delegates. Responsibilities for committee members and suggested selection criteria for state advisers responsible for choosing nominating committee members are listed below.
- Nominating committee members are required to attend an orientation on Saturday, July 11th, at-large candidates' interviews on Sunday, July 12th, and the 12 At-large candidates' speech session at National Leadership Conference on Monday, July 13th. If the committee member does not attend the orientation, he or she will not be eligible to serve on the nominating committee. Representatives on this committee must make the orientation and interview sessions a priority over events such as state pictures, tours, state meetings, etc. Keep in mind the nominating committee interviewing process requires an all-day time commitment on Sunday, July 12th.
- The nominating committee members should be affiliated FCCLA members, be familiar with the selection/election process, and have good interviewing skills.

- Nominating committee representatives should have knowledge of the qualities needed to be a national officer by reading the *Bylaws* (revised 2008) and the 2009-2010 *National Executive Council/Adviser Handbook* and understand both the responsibility and honor of serving on the nominating committee. Members in their junior or senior year with more than two years in FCCLA are preferred.
- Nominating committee members should not participate in STAR Events or other activities during the National Leadership Conference that would conflict with their responsibilities, including state pictures. Please note: If there is a conflict with other activities at the National Leadership Conference please notify Kristin Zullo, Leadership Development Manager, prior to the National Leadership Conference at kzullo@fcclainc.org or call (703) 476-4900.
- More information on which states are eligible for the nominating committee for the 2009 National Leadership Conference will be provided at a later time.

Election Committee

- Members of the election committee participate in an orientation session and the elections on Monday night, July 13th after the opening general session. Committee members are responsible for setting up, tabulating the results, and manning the election area. A rotation system for election committee members is utilized. If your state cannot provide committee members, contact Kristin Zullo at national headquarters immediately. If your state will be able to fulfill this role, please complete the Election Committee Form which is located online at, <http://www.zoomerang.com/Survey/?p=WEB228MV9D3ZVX>. The form must be completed by **May 15, 2009**. If your state does not submit the required form by the established deadline, national headquarters will assume your state is not participating and move on to the next state.
- Two delegates and one adviser from each state listed below are needed to assist with the elections:

Central Region:	Wisconsin
North Atlantic Region:	New Jersey
Pacific Region:	Oregon
Southern Region:	Louisiana

National Officer Candidate Application Instructions

- A sample National Officer Candidate Application Instructions for advisers and candidates is enclosed with this *release*. (Last page)

Voting Delegate Information

- Voting delegates should **not** assume the responsibility of session presenter, host, usher, STAR Events participant, or any other responsibility that would conflict with scheduled voting delegates' events. Please stress to the voting delegates the privilege bestowed on them to assume a major role in making decisions for their state delegation at the Business Session and during the election process. It is the role of advisers to provide guidance, if necessary.
- Some states have found it helpful to designate a state officer to help monitor their voting delegate(s) attendance at specified events during the National Leadership Conference.
- It is also important for the state adviser of the state group to provide the voting delegate with copies of all information that has been given to the state adviser from the national office regarding the participation of voting delegates at the National Leadership Conference.
- Alternate voting delegates can be substituted if a selected voting delegate cannot meet his/her responsibility.

- Instructions for voting delegates will be included in the state advisers' packet given out at registration. This packet will also contain:
 - Proposed business to come before the conference, if any.
 - Proposed Bylaws changes, if any.
 - National Officer Candidate qualifications—
Officer candidates should be evaluated on their qualifications and presentations at the conference. State advisers should explain the procedures used in the election of officers, help delegates evaluate officer candidate qualifications, and help voting delegates prepare relevant questions to ask regional officer candidates during the Sunday evening regional candidate interviews.
 - Ribbons for voting delegates.

Voting for National Officers

- Voting delegates must sign the voting delegate registration sheet to receive a ballot and **must sign the ballot for it to be valid**. Voting Delegates must wear their "Voting Delegate" ribbon in order to vote. **Voting Delegates will not be permitted to vote if they are not wearing their voting delegate ribbon at the following times:**
 - ✓ At-Large Candidates Speeches
 - ✓ Regional Candidate Interviews and Speeches
 - ✓ Election of Officer
 - ✓ Second General Session—Business & Recognition
- At-Large Candidates--All voting delegates shall evaluate the 12 at-large officer candidates as presented by the nominating committee. Each voting delegate may cast a vote for each of the six candidates of his/her choice. The at-large candidate representing *comprehensive* with the most votes, the at-large candidate representing *occupational* with the most votes, and the four remaining candidates with the highest number of votes shall become the six national officers elected at-large.
- Regional Candidates--Each state association may nominate one candidate to be elected by voting delegates in its region to serve as a national officer. Voting by regions, voting delegates cast votes for two candidates of their choice if there are more than two candidates on the ballot. The candidate receiving the highest number of votes in each region will be elected.

Procedure for Election Tie Run-off

In the event of a tie in officer elections, an announcement will be posted at the FCCLA Registration Desk and state advisers will be notified immediately. Voting Delegates, national officers, and national officer candidates who are tied will meet Tuesday, July 14, at 7:15 a.m. During this conference, the officer candidates whose votes are tied will be introduced and Voting Delegates will vote again.

Voting Delegate Information

The number of Voting Delegates per state is determined based on membership in accordance with the Bylaws (See Article IX, Section 2). Voting Delegates will be based on the 2008-2009 membership as of May 31, 2009. Voting Delegate information will be sent out separately in early June.



2009-2010 NATIONAL OFFICER CANDIDATE APPLICATION FORM INSTRUCTIONS

Listed below is a checklist of instructions:

Copies of portions of the application form for regional candidates and at-large candidates will be given to voting delegates and/or nominating committee members.

- Please **type** all information requested on the 2009-2010 National Officer Candidate Application Form, using **only the space provided**. This form should not be altered or changed in any way. Additional information will **not** be considered.
- Attach **two** 4" x 6" or wallet size photos to the application. Identify by placing a label with candidate's name and type of candidate, at-large or regional, on the back. Do not write on the picture. Place between cardboard before attaching.
- Verify the candidate will be staying in an official National Leadership Conference hotel.
- Please have your chapter adviser, school administrator or other school official, and state adviser complete the Recommendation Sheets indicating personal qualifications. Recommendations need to indicate support should the officer be elected. Please discuss the national officer and adviser responsibilities in detail before securing each recommendation. Only these forms may be written on.
- Attach a copy of the 2008-2009 chapter affiliation form, verifying candidate's membership. **National dues must be paid by March 1, 2009.** Note: It is the state adviser's responsibility to confirm that the candidate's "Type of Candidate," occupational or comprehensive, has been marked correctly.
- Attach an official transcript that indicates candidate's cumulative grade point average on a 4.0 non-weighted scale, and the Transcript Release Parental Agreement Form. Candidates must have a cumulative grade point average of 3.0 for the 3 previous semesters.
- Candidate must have completed a **minimum of 1 year** of Family and Consumer Sciences education (FCS) in order to run for national office. Please include an official transcript other than high school if you completed FCS classes in middle school.
- Signed Code of Conduct Agreement and Code of Ethics Agreement.
- Please place an "X" in appropriate box (es) regarding type of candidate (and the recommendation area, etc.).
- If the school administrator does **not** place an "X" in the box to allow the officer to travel alone due to a school regulation, a letter must be attached stating that the school or state association will be responsible for covering the adviser's expenses to travel with the officer.
- Check for the following signatures with dates – National Officer Candidate, Chapter Adviser, School Administrator, State Adviser, and parent.
- Please make a copy of your application for your records before you submit it to national headquarters. Please note that national headquarters cannot provide copies of your application once it has been submitted.
- RETURN POSTMARKED BY MAY 15, 2009 TO:**

Kristin D. Zullo
Leadership Development Manager
Family, Career and Community Leaders of America
1910 Association Drive
Reston, VA 20191-1584