

2012 State Elections Guidebook



WISCONSIN ASSOCIATION OF FCCLA



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Offices of the State Executive Council

The designation of each state office other than President or First Vice President shall be determined by the incoming State Executive Council.

President	First Vice President	Vice President of Finance
Vice President of Parliamentary Law	Vice President of STAR Events	Vice President of Public Relations
Vice President of Community Service	Vice President of Career Development	Vice President of National Programs

"I decided to run for a state office because I really wanted to try something new and push myself out of my comfort zone. I saw other state officers doing great things and I was inspired. It was the best decision I ever made!"

Michelle Lindberg, 2006-2008 State Officer

What are your plans?

Are you planning to run for State Office? Do you know the steps in the election process? WI FCCLA wants to guide you in the right direction. Follow this brief introduction to the people and processes involved in the State Executive Council Elections!

Who are the SEC?

The Wisconsin State Executive Council is composed of the 9 state officers elected to serve the state association and its members. They plan and conduct state conferences and programs along with serving as the governing body of the state association. Members of the State Executive Council are elected annually at the State Leadership Conference through the State Election Process.

Duties of the State Executive Council

It shall be the duty of all officers to attend all meetings called by the state president and adviser, serve as a member of at least one committee, share concerns in the region, assist in the development of the state publication, promote and encourage membership throughout the state, assist local chapters when called upon, may elect a state theme to meet the changing needs of the state association, and serve as a member of the State executive Council.

President--It shall be the duty of the President to:

1. Preside at state meetings and at meetings of the State Executive Council;
2. Call special meetings of the association or of the State Executive Council when requested to do so by a majority vote of the executive council or the state adviser;
3. Report his/her activities during an association year to the state conference and file a copy of his/her report with the First Vice President;
4. Represent the state association and speak on occasions when requested;
5. Prepare agendas with the cooperation of the state adviser;
6. Conduct all meetings according to Robert's Rules of Order Newly Revised with direction from the Vice President of Parliamentary Law as needed;
7. Serve as a voting delegate at the National Leadership Meeting; and
8. Appoint committees to carry out the business of the organization, as deemed necessary.

First Vice President--It shall be the duty of the First Vice President to:

1. Assist the president and other statewide officers;
2. Be prepared to assume the position of the president if for some reason the president cannot carry on the responsibilities of the office;
3. Keep an accurate record of sessions of the State Leadership Conference, meetings of the State Executive Council, and other state meetings;
4. Prepare and read the minutes of meetings; and
5. Attend to official correspondence.

Vice President of Finance --It shall be the duty of the Vice President of Finance to:

1. Make a report to delegates assembled at State Leadership Conference on the financial status of the association;
2. Investigate potential sponsors for the state association with assistance from the state adviser; and
3. Serve as liaison between all sponsors of the state association and the State Executive Council.

Vice President of Parliamentary Law --It shall be the duty of the Vice President of Parliamentary Law to:

1. Have on hand for each meeting copies of the state bylaws, national bylaws, and Robert's Rules of Order Newly Revised;
2. Be familiar with parliamentary procedures and serve as consultant during general business meetings and executive council meetings;
3. Keep bylaws up-to-date; and
4. Assist in preparing and presenting the proposed amendments/changes to the bylaws at the annual business meeting.

Vice President of STAR Events--It shall be the duty of the Vice President of STAR Events to:

1. Read and understand the state and national STAR Events manuals;
2. Provide leadership in planning and coordinating the recognition events and leadership activities for FCCLA members throughout the state; and
3. Prepare and train all Regional Representatives.

Vice President of Public Relations--It shall be the duty of the Vice President of Public Relations to:

1. Promote FCCLA through all forms of the news media;
2. Help chapters with ideas for observing FCCLA Week and with interpreting FCCLA to others;
3. Represent the state association as a National Connection Team member; and
4. Prepare and distribute the state publication to all affiliated chapters.

Vice President of Community Service--It shall be the duty of the Vice President of Community Service to:

1. Promote and encourage the state and national community service projects;
2. Work in cooperation with the State Executive Council to determine the state's community service focus(es);
3. Keep the State Executive Council updated as to the progress of the state and national community service projects; and
4. Encourage the National Program Community Service.

Vice President of Career Development--It shall be the duty of the Vice President of Career Development to:

1. Promote Occupational chapter membership and activities;
2. Promote the interests of Occupational chapters in state association meetings and activities;
3. Make suggestions for any other programs of interest to Occupational members;
4. Compile ideas and provide assistance to local members of Occupational chapters; and
5. Promote the integration of Family and Consumer Sciences with FCCLA.

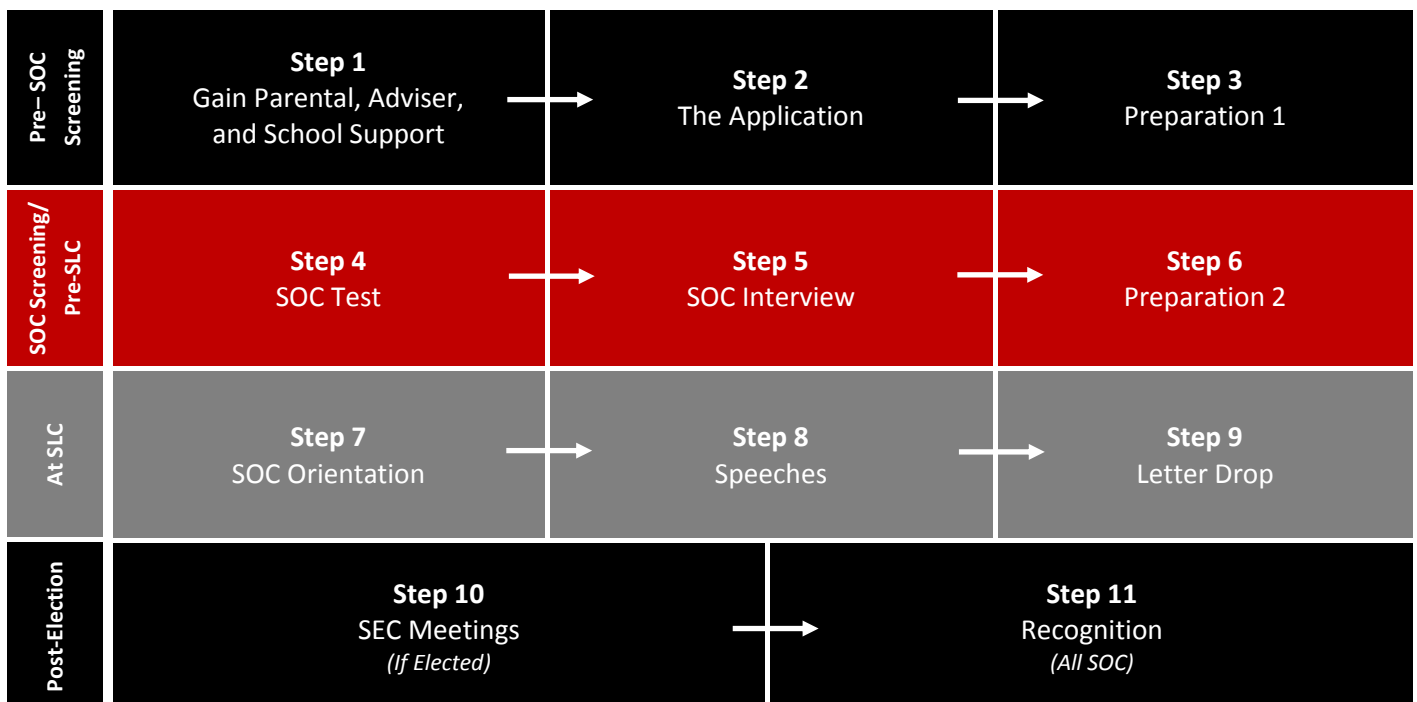
Vice President of National Programs --It shall be the duty of the Vice President of National Programs to:

1. Promote and encourage the participation and utilization of the National Programs; and
2. Inform members throughout the state on the National Programs.

Qualifications of State Officer Candidates:

- currently an active member in an affiliated chapter that has been in existence for at least one year
- a minimum of one year of comprehensive or occupational Family and Consumer Sciences classes
- minimum 2.50 GPA
- approval of the Screening Committee
- *Presidential Candidates ONLY*: must have served at least one year on the State Executive Council

Steps of the Election Process



Step 1: Gain Parental, Adviser, and School Support

Goal:

- Develop a strong support system for the election process and potential year as a member of the State Executive Council.

Process:

- Talk with parents, the chapter adviser, school administration about the opportunity of running for a state office. Candidates should explain why it is important to them, how they feel they will benefit from this opportunity, and their plan to maintain a good standing in their family, school, and community while balancing this added responsibility. Candidates should go over the details of the election process.

Step 2: The Application

Goals:

- Officially become a State Officer Candidate.
- Verify qualifications and proof of support.
- Provide information on experiences, qualifications, and ideas.

Process:

- Candidates will preview the application early so they are familiar with what is required and can plan to make adequate time to complete a high quality application. The SOC Application will be available on the WI FCCLA website sometime in November.
- Complete the application according to the directions provided. Check the document for completeness to make sure it is done correctly and ask others to proof it as well.
- Compile the required recommendations and signatures. Make a copy of the final documents for your records.
- Mail the application to the State Office. It must be postmarked by the posted deadline.

Step 3: Preparation 1

Goals:

- Ensure candidates understand the expectations of State Officer Candidates for the SOC Screening Committee Process.
- Acquire a comprehensive understanding of FCCLA history, structure, and current opportunities at the national and state levels.

Process:

- Candidates should review and fully understand all aspects of the organization to be prepared for the SOC Test.
- Review professional interview behavior and practice answering questions in an interview setting.

FCCLA Resources for SOC Test

- *The Guide to Promoting FCCLA*
- *FCCLA At-A-Glance*
- *Teen Times*
- www.wifccla.org
- www.dpi.wi.gov/fccla
- www.fcclainc.org

“It was the most amazing experience of my life! I gained so many great friends and learned so much about myself and what challenges I am able to overcome. I would do it again in a heartbeat if I had the chance. There is no way I would be the person I am today if I hadn’t become a state officer.”

Kyle George, 2007-2008 State Officer

Step 4: SOC Test

Goals:

- Discover how much candidates know about the organization.
- Identify how well candidates can advocate for the organization.

Process:

- The test will be given in two parts. Part A will be comprised of 25 questions about FCCLA. ***The test will be comprised of 50 questions about FCCLA for the Presidential Candidates ONLY.* The questions may be true/false, multiple choice, fill-in-the-blank, or short answer.
- In Part B, candidates will be given a writing prompt and instructed to compose a business letter.
- The SOC Test score and the SOC Interview score will be combined to calculate the SOC Screening Committee Score.

Step 5: SOC Interview

Goals:

- Narrow the pool of candidates down to the individuals who are most qualified.
- Narrow the pool of Presidential Candidates down to the two (2) individuals who are most qualified.
- Practice and develop skills necessary for a successful interview.

Process:

- The candidate will be escorted into a room and will be directed to a seat opposite the Screening Committee members. Candidates will be instructed to give a 1 minute introduction followed by an interview.
- Candidates will be asked situational questions for 10 minutes. ***Presidential Candidates will be asked situational questions for 15 minutes.*
- The candidate will exit the room after finishing their answer to the last question asked within the time limit.
- Screening Committee members will spend a few minutes completing the candidate's evaluation form before the next candidate is presented.

Step 6: Preparation 2

Goals:

- Ensure candidates understand the expectations of State Officer Candidates for the State Leadership Conference.
- Develop a speech that illustrates the candidate's personality, professionalism, and public speaking abilities.
- Create a poster displaying the candidate's qualifications.
- Acquire a comprehensive understanding of FCCLA history, structure, and current opportunities at the national and state levels.

Process:

- The speech topic will be sent to the candidate in March. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.
- Candidates will be given instructions for creating their candidate poster in March.
- Information will be sent informing candidates what to bring to SLC and what needs to be done prior to. Make sure to follow these instructions carefully.
- Direct questions to the chapter adviser or state office. Understanding the details and feeling prepared will help candidates do their best during the election process.

Step 7: SOC Orientation

Goals:

- Meet the State Officer Candidates.
- Celebrate the accomplishment of becoming a State Officer Candidate.
- Provide a final opportunity to ask questions about the process.
- Encourage candidates as they begin a stressful process.

Process:

- Show up for the orientation and have fun!
- Receive on-site materials for National Officer Candidates.
- Ask any remaining questions about the election process and potentially becoming a member of the State Executive Council.

Step 8: Speeches

Goals:

- Demonstrate candidates' public speaking skills and ability to think on their feet.
- Provide an opportunity for the general public to see the candidates.

Process:

- The candidates will be introduced to the audience and then escorted to a sound proof holding room.
- One at a time, the candidates will be escorted back to give their speech. Candidates will be given a microphone and may begin to give their speech. They will be timed from when they start speaking, given a 10 second warning, and asked to stop when they reach one minute. ***Presidential Candidates will be given a 10 second warning, and asked to stop when they reach two minutes.*
- Following their speech they will be asked one fact question and one situational question and candidates will give their response.
- The candidate will be escorted to a different sound proof holding area where they will be able to relax.

Step 9: Letter Drop

Goal:

- Inform candidates of who is selected to serve on the State Executive Council.

Process:

- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has been elected or not. The letter inside the Presidential Candidates' envelopes will indicate whether the candidate has been elected as State President or as First Vice President.

Election Process Glossary

- SOC: State Officer Candidate
- SOCA: State Officer Candidate Adviser
- SEC: State Executive Council
- SECA: State Executive Council Adviser
- SLC: State Leadership Conference

"Be bold and take a chance on your dreams, or you will never know if a 'could have been' would have been a 'yes'!"

Luke Klefstad, 2007-2010 State Officer

"My best FCCLA memories were spending time with the State Executive Council and trying new things."

Joey Riedel, 2009-2010 State Officer

Step 10: SEC Meetings

Goals:

- Determine the office each new state officer will hold.
- Allow officers to get to know each other better and build relationships with one another.

Process:

- The new officers will designate the office each will hold on the SEC based on different factors.
- A facilitator will be present.

Step 11: Recognition

Every single candidate deserves recognition for their accomplishments, whether they become a member of the State Executive Council, or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. SOC should thank the many people who helped make the opportunity to be a State Officer Candidate possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. Candidates will have many experiences and they will be surprised by how much they have learned and grown since they started the journey as a State Officer Candidate. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.

Important Dates

December 15, 2011	Presidential SOC Application Postmarked
February 1, 2012	SOC Application Postmarked
February	SOC Screening Process
March	SOC Speech Topic Revealed
April 23-25, 2012	State Leadership Conference

Helpful Tip

Ask teachers, administrators, community members, and peers for assistance as a State Officer Candidate.

- Ask your English teacher or FCS teacher to proof read your application and resume.
- Ask teachers, administrators, and community members for letters of recommendation.
- Ask your adviser for helpful FCCLA resources.
- Ask your business education teacher for tips on writing professional business letters.
- Ask your art teacher for creative ideas for your campaign poster.
- Ask your peers and communications teacher for feedback on your speech.

Questions?

Contact Diane Ryberg, FCCLA State Adviser
Diane.Ryberg@dpi.wi.gov

Adviser Information

This is an opportunity of a life time. It can be a bit overwhelming, thinking of all the time you might be out of the classroom or all the miles you will have to drive or travel, but, this will give one student an experience they will never forget. Also, as an adviser of this student you will gain a deeper appreciation for FCCLA and really understand what happens behind the scenes. I am listing below some of the obligations that you will need to participate with your student officer if they are elected for an office.

1. April-Attend State Leadership Conference state officer adviser planning meeting.
2. June-Attend a mandatory CTSO Officer Training summer workshop and program of work planning. (4 days)
3. July-National Leadership Conference (Optional Attendance) Beneficial to receive additional officer training.
4. August-State Executive Council Meeting paired with WFCE Annual Conference (Mandatory)
5. October-TEAM trainings: attend all three workshops
6. November-National Cluster Meeting: Optional but would be beneficial to the officer team and further training offered by the national office.
7. February-Legislative Day and State Executive Council Meeting: Mandatory!!
8. April-State Leadership Conference (Mandatory)
9. September-March-Monthly MS Live Meetings for planning (Mandatory)
10. Newswave Newsletter-Article due for four newsletters (Mandatory)

REIMBURSEMENTS

1. Required events will be reimbursed at state rates for food, mileage, and supplies and expenses.
2. Substitute pay for advisers will be available for 2 TEAM training and Legislative Day.

***Submitted: Jennie Marx,
State Officer Adviser

For further questions, please contact Diane Ryberg, State Adviser, Diane.Ryberg@dpi.wi.gov or a current state officer chapter adviser. Please check the website for further information.

"My adviser definitely influenced my FCCLA career the most. She was the first to encourage me to run for state office. She saw something in me even before I did, and was with me every step of the way with encouragement, constructive criticism, and praise!"

Hannah Ness, 2008-2010 State Officer

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