

NORTH CAROLINA FCCLA State Executive Council Election Guidelines

2023 - 2024



NORTH CAROLINA
STATE ASSOCIATION

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THE STATE EXECUTIVE COUNCIL

The State Executive Council (SEC) consists of 9 elected members who primarily serve as liaisons to the NC FCCLA membership population. In addition to being the youth governing body of the organization, the council aids in National Program development and implementation, and public relations efforts. These 9 officers are elected annually at the State Leadership Conference (SLC).

OFFICES OF THE STATE EXECUTIVE COUNCIL

President

1st Vice President

Vice President of Community Outreach

Vice President of Competitive Events

Vice President of Membership

Vice President of Middle Schools

Vice President of Parliamentary Law

Vice President of Programs

Vice President of Public Relations

ELECTION PROCESS TERMINOLOGY

- Election Voting Delegate – one member from each chapter who is designated to cast the vote for their chapter regarding State Executive Council election.
- State Executive Council (SEC) – The 9 NC FCCLA members elected as state officers.
- State Executive Council Adviser (SECA) – The local adviser to a State Executive Council member.
- State Officer Candidate (SOC) – A NC FCCLA member who is running for a position on the State Executive Council.
- State Officer Candidate Adviser (SOCA) – The local adviser to a State Officer Candidate.
- State Selection Committee – A group of individuals who assist in the determination of the State Executive Council position elected candidate will serve in during their term.

STEPS OF THE SEC ELECTION PROCESS

ALL SOC (PRIOR TO SLC)

Step 1 – Gain Support

Step 2 – The Application

Step 3 – Preparation

Step 4 – SOC Knowledge Test

ALL SOC (DURING SLC)

Step 5 – SOC Orientation

Step 6 – SOC Introductions

Step 7 – SOC Networking

Step 8 – SOC Speech & Situational Question

Step 9 – Elections

ELECTED SOC (DURING SLC)

Step 10 – State Selection Committee Interviews

Step 11 – Installation Ceremony

ELECTED SOC (AFTER SLC)

Step 12 – Virtual Orientation

Step 13 – Incoming SEC Training

STEPS OF THE ELECTION PROCESS

A complete overview of each step of the election process.

STEP 1 – GAIN SUPPORT

Becoming a member of the State Executive Council will affect the day-to-day lives of many more people than just the officer. Family members will have to provide support for tasks and responsibilities; teachers will likely have to prepare assignments ahead so that officers can be successful, even when they are not in the classroom. Chapter advisers will participate in tasks that support the officer and the state association. It can be difficult for an officer to be successful without a team of people encouraging them in their endeavors, so the process to be a State Executive Council member should begin with a solid foundation of support.

Time Commitment

As a candidate, time will be needed to get approval and support signatures, complete the application, prepare for the FCCLA Knowledge Test, create a speech, study and prepare for the situational questions and voting delegate networking at the State Leadership Conference. If elected, candidates should ensure support is available to meet the demands of being an officer. During their term, officers are expected to spend at least 3-5 hours per week working on delegated tasks and responding to emails, 1-2 hours per month attending virtual SEC check-in calls, and preparing for events. Advisers to an elected officer will also be required to spend time throughout the year providing support to their student in their delegated tasks, as well as assisting the state association with various tasks.

Financial Costs

Candidates and their advisers may require additional support to help offset financial expenses related to attending the State Leadership Conference. This support may be needed to help with registration, hotel, travel and/or food expenses. In addition, candidates are required to adhere to a specific dress code as stated in the “Step 5 – SOC Orientation” section. Candidates should also ensure that financial support can be available if they are elected. The majority of expenses for elected candidates are covered by NC FCCLA using district funds. These covered expenses may include: Incoming SEC Training hotel and food costs, specific uniform pieces, hotel and registration for the National Leadership Conference, hotel and food costs for assigned events throughout the year (Fall Leadership Meetings, Winter SEC Training, Culinary Competition, and/or State Leadership Conference). Financial support will be needed to help offset any expenses not covered by the state association, and to support the adviser in completing their required duties as an adviser to a state officer.

Required Travel

Candidates and their advisers are required to attend the State Leadership Conference. During the conference, candidates will have specific sessions they are required to attend and participate in. Candidates should also ensure that support is available if elected for required travel during the term. This support may include financial support with mileage, food and/or hotel expenses for the adviser and/or the officer. Advisers are required to attend all officer specific events with their students. The following events may be required during their term:

- Incoming SEC Training
- National Leadership Conference
- CTE Summer Conference
- Fall Leadership Meeting(s)
- Culinary Competition
- State Leadership Conference

When seeking support, it is important that candidates share why they are interested in running for election, how they believe they will benefit from this experience, the election process, and their plan for maintaining good standing with their family, school, and community with the added responsibility that comes with being a state officer.

Candidates are highly encouraged to complete the State Officer Candidate Intent to Run Form. While this is not required, the state association will use information from this form to determine if equal representation will be provided for all districts in the state (see Article V, Section 1 of the NC FCCLA Bylaws).

STEP 2 – THE APPLICATION

The application provides the required information needed to ensure candidates are eligible to run. The application will include:

- **Candidate Information Sheet** – This sheet will request candidate information, adviser information and information about the candidate’s FCCLA and FCS experiences.
- **Candidate Code of Conduct Agreement** – This signed agreement confirms the candidate’s understanding of the conduct expected as a candidate throughout the election process.
- **Support Forms** – These signed forms confirm that the candidate’s adviser, School Administrator, CTE Director, and school Superintendent are aware of the candidate’s intentions of running for office. Their signatures confirm that they are aware of the support needed if the candidate is elected as a state officer.
- **Photo and Campaign Agreement** –
 - Photography and Website Consent - This signed agreement gives the state association the right to release the candidate’s information (name, chapter information, district information) and/or image on the state association’s website regarding their candidacy.
 - Election Campaign Policy - This signed agreement confirms the candidate’s understanding of the campaign policies to be followed during the election process.
- **Two (2) Essay Questions** – Candidates will demonstrate their written skills as they share more information about themselves. Essays will be provided to chapters for review prior to the State Leadership Conference.
- **Leadership Profile** – This profile will provide voting delegates and the State Selection Committee an overview of the candidate’s leadership potential with the following documents:
 - Employability Skills Checklist
 - Leadership Competencies Inventory (Self)
 - Leadership Competencies Inventory (Observer)
 - Leadership Competencies Review
- **Unofficial Transcript** – A copy of the candidate’s unofficial transcript ensures the candidate has met the academic requirements.
- **Headshot Photo** – Images will be used on the state association website and/or materials sent to the delegation prior to SLC. Headshots should be taken in a well-lit location with an uncluttered and non-distracting background with the candidate adhering to the following dress code:
 - Official Red Blazer (If a red blazer is needed, please contact the state association.)
 - White professional top.
 - The FCCLA ascot, FCCLA tie, black bow tie, or white pearls may be worn.

[Click here](#) for tips on how to take professional headshots at home.

All items of the application will be submitted electronically via the links on the NC FCCLA website. Materials emailed, mailed or faxed will not be accepted.

STEP 3 – PREPARATION

Preparation is key for candidates to successfully complete the election process. After the application and letters of recommendation have been submitted and the candidate's eligibility has been confirmed, the candidate should begin preparing for the FCCLA Knowledge Test, Speech, Situational Question and networking that will take place prior to or at the State Leadership Conference.

FCCLA Knowledge Test

Candidates will complete this test virtually through an on-line testing site. The test will allow candidates to demonstrate their knowledge of:

- state and national FCCLA programs, resources, and information;
- NC FCCLA governance documents;
- and parliamentary procedures.

Speech

Candidates will prepare a 3-minute speech related to the topic posted on the NC FCCLA website. Candidates are not required to have their speech memorized, but should be familiar enough with their speech to be able to effectively share their message to the delegation. Candidates are encouraged to prepare their speech ahead of time to obtain feedback from their chapter and other trusted individuals. The speech will be given during the Business & Recognition Session at the State Leadership Conference.

Situational Question

In addition to the speech, candidates will get 60-seconds to answer a situational question during the Business & Recognition Session at the State Leadership Conference. The question will be the same for all candidates and will not be released until this segment of the session. Information will be shared to candidates and their advisers using the provided email addresses on the application. It is the candidate's responsibility to provide an email address that can receive these emails, or ensure that the email address provided will be able to receive the emails without issue (school district privacy settings, junk folder vs. inbox, etc.).

State Leadership Conference Dress Code

During the State Leadership Conference, candidates will be required to adhere to a specific dress code. During this preparation time, candidates should work with their parents and/or adviser to ensure that they have the required dress code items.

- Red, Black or White Polo (Sleeve length is based on student preference.)
- Red, Black or White Oxford-Style Collared Button-Up Shirt (Sleeve length is based on student preference.)
 - If elected, they must have a white shirt for the Installation Ceremony.
- Black Dress Pants with Black Belt
- Black Closed-Toed Dress Shoes

The official Red Blazer is not required for state-level events. **Candidates should not wear the blazer during the State Leadership Conference.** However, candidates should bring their blazer to be used during the Installation Ceremony, if elected.

STEP 4 – FCCLA KNOWLEDGE TEST

The FCCLA Knowledge Test will be a virtual test completed on an on-line testing site. Prior to the knowledge test date, candidates will receive the login information they will need to login and complete the test.

The test will consist of a variety of question types that demonstrate the candidate's knowledge of:

- state and national FCCLA programs, resources, and information;
- NC FCCLA governance documents;
- and parliamentary procedures.

As the State Executive Council represents the organization to many groups of people, this requires comprehensive knowledge of the organization. Election voting delegates need to understand how much each candidate knows as they make decisions on who will serve on the upcoming State Executive Council. Scores from the FCCLA Knowledge Test will be shared with the delegation and State Selection Committee.

Candidates may prepare for this test by reviewing:

- FCCLA website (www.fcclainc.org);
- NC FCCLA website (www.northcarolinafccla.org);
- FCCLA National Program materials;
- FCCLA Membership Campaign;
- FCCLA Branding & Promotion Guide; and/or
- NC FCCLA and National FCCLA governance documents.

Specific information regarding the knowledge test will be emailed to candidates and their advisers after their application has been reviewed and eligibility has been confirmed.

STEP 5 – SOC ORIENTATION

The SOC Orientation is a required session for both the candidate and their adviser. The orientation will take place on the first day of the State Leadership Conference prior to the conference. Travel arrangements should be planned to ensure that both the candidate and their adviser will be in attendance for the entirety of the orientation session.

The orientation will provide candidates and their advisers an in-depth look at the candidate session and dress code schedules for the State Leadership Conference, while getting to meet one another in-person. Candidates will also get to meet the current State Executive Council and state staff.

Specific information regarding the time and location of this orientation will be emailed to candidates and their advisers after their application has been reviewed and eligibility has been confirmed.

STEP 6 – SOC INTRODUCTIONS

The SOC Introductions will be the first formal introduction of candidates to the delegation. Candidates will introduce themselves to the delegation on-stage during the Opening & Recognition Session by sharing their first and last name and FCS Educational District they represent. Candidates will have a chance to rehearse their introductions after the orientation.

STEP 7 – SOC NETWORKING

A large part of the state officer's year is spent meeting new people, sharing their experiences, and talking about FCCLA. This session helps voting delegates see candidates in this type of environment and allows them to personally get to know each candidate.

Prior to the networking session, voting delegates will receive a list of each candidate and sample questions to ask during the networking session. During the session, candidates will be positioned throughout the space, with delegates moving from candidate to candidate. Delegates will get a specific amount of time to converse with the candidate before they will be directed to move on. The amount of time provided for each candidate will be dependent on the total number of candidates.

Advisers to current state officers and candidates, State Selection Committee members, and other adviser volunteers will be located throughout the space to ensure questions and conversations are appropriate. Inappropriate questions or behaviors by voting delegates will not be tolerated and will result in the removal of the voting delegate from the session and may result in their removal as a voting delegate for their chapter.

STEP 8 – SOC SPEECH & SITUATIONAL QUESTION

Public speaking is a critical skill that state officers should be able to demonstrate successfully to the delegation. Candidates will have the opportunity to display their public speaking skills as they present a speech on the topic posted on the NC FCCLA website. In addition, candidates will showcase their ability to think quickly and critically on issues or concerns to FCCLA and FCS Education with a situational question.

During this portion of the Business & Recognition Session, all candidates will remain in a separate location where they will not be able to hear other candidate speeches or the situational question. They will be ushered, individually, to and from the stage by a member of the SEC. After all candidates have presented their speech and answered the situational question, they will complete a final introduction of themselves.

STEP 9 – ELECTIONS

As stated in the NC FCCLA Bylaws, each chapter will be provided one (1) voting delegate to cast their vote for the officer candidate in each district and one (1) vote for one candidate as Vice President of Middle Schools, if applicable (see Article V Section 3).

Prior to the State Leadership Conference, affiliated chapters will receive a link to access all candidate materials for review prior to elections. Following the Business & Recognition Session, voting delegates will cast their votes at the designated time frame in the designated location as per the conference agenda. When the time frame ends, ballots will be closed and no additional votes will be entered.

There are **9** positions on the State Executive Council. Each position is held by an elected member from each of the 8 FCS Educational Districts, with the 9th position reserved for a middle school member to serve as the Vice President of Middle Schools. The following process will be used to fill these positions.

- The Vice President of Middle Schools candidate with the highest number of votes shall be elected.
- The candidate with the highest number of votes from each district shall be elected for that district.
- If a district is not represented with a candidate, the remaining candidates with the highest number of votes shall fill the remaining State Executive Council positions.

After voting ends, votes will be calculated and candidates will be placed in State Executive Council positions, as noted above. Candidates will be notified via email on the results of the election by midnight of the same day the election is held. Elected candidates will follow the remaining steps of the election process.

STEP 10 – STATE SELECTION COMMITTEE INTERVIEWS

Once elected, candidates are then referred to as “incoming SEC” members and will complete the process to determine which position of the SEC they will hold during their term:

- President
- 1st Vice President
- Vice President of Parliamentary Law
- Vice President of Public Relations
- Vice President of Membership
- Vice President of Programs
- Vice President of Community Outreach
- Vice President of Competitive Events

The middle school candidate elected to serve on the SEC will automatically serve as the Vice President of Middle Schools. However, in the event that there is a vacant position, as listed above, the elected middle school candidate shall be appointed in another vice president position.

The State Selection Committee will interview all newly elected officers to determine their designated position to be held during their term on the State Executive Council. The committee will be composed of:

- Chair – Immediate Past President
- One (1) Adviser to the current State Executive Council, as appointed by the state Executive Director.
- One (1) Adviser from one of the eight FCS Educational Districts, to rotate annually.
- Three (3) current and/or former student members.

It is the responsibility of the State Selection Committee to make the final determination of who will serve in each of the positions of the State Executive Council.

STEP 11 – INSTALLATION CEREMONY

The installation ceremony provides a formal and public display to symbolize the change of the State Executive Council. To demonstrate this change, the current SEC will present the incoming SEC with their official officer pin and blazer.

The ceremony will take place during the Closing & Recognition Session at the State Leadership Conference. Following the ceremony, the incoming SEC will exit the stage and remain seated through the remainder of the session, until the Closing Ceremony. Incoming SEC will be required to wear a white oxford style button-up collared shirt, black dress pants, black belt, black closed-toed shoes, and provided FCCLA neckwear (tie or ascot).

STEP 12 – VIRTUAL ORIENTATION

This required virtual orientation will be held to provide information and details regarding the in-person Incoming SEC Training. Incoming SEC will also receive action items that should be completed prior to their arrival at the training. Specific details about the date, time, and link to this orientation will be provided in the incoming SEC's election letter.

STEP 13 – INCOMING SEC TRAINING

The Incoming SEC Training is a required training for all incoming SEC and their chapter adviser. During this training, we will review in-depth details related to the expectations of the SEC and advisers during their term, create the Program of Work for the year, and prepare for state meetings to be held at the National Leadership Conference. Specific details about the date, location, dress code, and agenda will be shared with incoming SEC and their advisers during the Virtual Orientation.

STATE CONTACTS

STATE EXECUTIVE DIRECTOR

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