

FCCLA STATEWIDE IMPLEMENTATION
FOR DISTRICT ELECTION PROCESS

I. Forms

Application forms will be available to chapters from current district presidents and posted on the Montana FCCLA website. All candidates running for a district office must send a completed application to the District President two (2) weeks prior to the district meeting date. The District President shall be responsible for collecting the completed applications and displaying copies of them either at the registration desk or in the chapter packets for all members to review. No form shall be accepted after the due date unless otherwise arranged by the district president.

II. Written Test

Before the oral questioning and voting, a written test shall be given to all candidates. Candidates must score a 70% or better on the written test to be eligible to proceed further in the election process. The District President or another district adviser will grade the tests under the supervision of the District President's adviser. Test results shall be reviewed by the voting delegates. The test will be a standard exam prepared by the current State Executive Council. The test will cover only facts and recent events of FCCLA and will not relate to personal opinions.

III. Oral Test

- A. Each candidate who has successfully completed the written test shall participate in an oral test before the entire district meeting delegation. The test will consist of the following:
 - 1) Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.
 - 2) One Situation Question: This question should reflect how the candidate deals with real life occurrences.
 - 3) One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.
- B. Each current district officer shall give a brief introduction of all candidates for their office prior to each oral interview. These introductions shall be a summary of data from the candidate's application form.
- C. Each current district officer shall ask the questions to the candidates running for their office.
- D. All candidates shall be separated from the general assembly during the written test and the oral interview. Candidates will be individually called before the general assembly for their oral interviews.
- E. Fact question answers shall be announced to the entire delegation before the oral interviews are given.

IV. Additional Requirements

- A. All members running for district office must be affiliated before running for district office. Proof of current membership affiliation must accompany application.
- B. Candidates for President must have one year membership as an affiliated FCCLA member and be of grade ten standing or above. In special circumstances, the state adviser may make exceptions to this recommendation.
- C. Candidates for President shall give a three to five minute speech (no props can be used), which portrays the leadership qualities they possess in order to best sell themselves as President of their district. Candidates for President must return all completed consent forms with their application form to the District President.
 - a. All elected district presidents are required to have appropriate attire for the state officer installation at the FCCLA State Leadership Conference (classic white dress or suit for the females, dark jacket and pants with pressed white shirt, tie, and dark shoes for males).
- D. Candidates for President and Vice President must meet a minimum cumulative 2.5 GPA requirement.
- E. The candidate for president with the second most votes will be deemed the District 1st Vice President.
- F. Candidates for secretary/treasurer must answer a situation question related to that office.
- G. Candidates for recreation leader must lead the group in one activity or song which they have prepared in advance of the meeting.
- H. Candidates for parliamentarian must answer two fact questions relating to parliamentary law.
- I. Candidates for the offices of National Program Coordinator, Historian, Recorder, 2nd Vice president, or other district offices (offices optional by district) must answer a situation question related to FCCLA and/or their office.

V. Campaigning

- A. Each candidate will be allowed one poster which shall not exceed three feet by two feet (36" x 24") in size. This is not mandatory, but it is an option open to all candidates.
- B. Each candidate must be identified as an officer candidate (e.g. name tag, ribbon). The current district president shall be responsible for determining that each candidate is identified by the designated system.

Revised to comply with State Constitution, 8/2008

FCCLA District Officer Application Checklist

(Include this checklist as a cover page when submitting your application)

Name: _____

Chapter: _____

Please include the following required forms for **ALL** candidates:

- FCCLA District Officer Application *(page 4 & 5)*
- Member Code of Conduct *(page 6)*
- Personal Liability Release *(page 7)*
- Current Membership Affiliation *(Attach documentation/proof)*

Please include these additional required forms for **ONLY** President & Vice President Candidates:

- FCCLA District President/Vice President State Officer Agreement *(page 8)*
- Tentative Schedule of Required Meetings for State Officers *(page 9)*
- Candidate meets requirement of minimum cumulative 2.5 GPA _____
(Please have your counselor or adviser initial on the provided line as proof of meeting the GPA requirement; please do not include the actual number.)



FCCLA District Officer Application

This application must be typed or printed. If additional space is needed, attach a separate sheet of 8 ½ x 11" paper.

Applicant Information:

Name _____ Age _____

Home Mailing Address _____

City/State/Zip _____

Home Phone _____ Current Year in School _____ FCCLA District _____

Chapter Name _____ District Office Desired _____

First and Last Names of Parents/Guardians _____

Parents'/Guardians' Mailing Address (if different than above) _____

School Information:

School Name _____

Mailing Address _____

City/State/Zip _____ School Phone _____

Past experience and/or involvement with Family, Career and Community Leaders of America:

Family and Consumer Sciences Education classes taken or currently taking (state whether semester or year-long):

Reason for seeking an office:

Participation in other activities (school, church, community, etc.):

Offices and positions held in other groups:

Signature of Applicant

Reminder: This completed application must be received by the District President two weeks prior to the district meeting date.

Send application to:

District President Name _____ Application Due _____

Address _____

_____ School Phone _____



MEMBER CODE OF CONDUCT

FCCLA LOCAL, PRE-PLANNING, DISTRICT, CLUSTER, STATE AND NATIONAL LEADERSHIP CONFERENCE AND OTHER RELATED ACTIVITIES OF THE ORGANIZATION

This form must be read and signed by the student, parent, adviser/school representative and administrator.

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate.
3. Students shall attend all general sessions, workshops and related activities in conjunction with the meeting for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone or state advisor immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the advisor/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noises at any hour shall be avoided in respect to other guests.
6. Students will keep their advisor/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local advisor/adult chaperone, and the student is in the company of another adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.
8. Students are not allowed in the sleeping rooms of the opposite gender, except when an advisor/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the advisor/school representative. The advisor/school representative will be calling the school administrator for direction. For violation of any of the above, parents will be contacted and students may be sent home at their own expense.
11. The advisor/school representative has submitted this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Student

Date

Parent or Guardian

Telephone Number of Parent/Guardian

Adviser/School Representative

School Name and District Number

School Administrator

Administrator Phone Number

Montana Association

Family, Career and Community Leaders of America

Personal Liability Release

All persons under legal age must have their parents/guardians agree to and affix signatures to the statement below in order to attend the National Conferences of Family, Career and Community Leaders of America, the State Conferences of Family, Career and Community Leaders of America, and the Executive Council Meetings of the Montana Association of Family, Career and Community Leaders of America, or any other official meetings of FCCLA.



The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.

Parent or Guardian

Parent or Guardian



FCCLA District President/Vice President State Officer Agreement

If serving as District President, I will assume the additional duties of State Officer outlined in the Constitution of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

A District FCCLA President assumes the additional responsibilities of a State FCCLA Officer. State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for District President/Vice President/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. We recognize that the privilege can be withdrawn by the State Advisory Board in their discretion, at any time. The privilege is conditional depending upon officer suitability to participate as determined solely by the State Advisory board.

To be considered a candidate for the office of District President, this agreement **must** accompany the District Officer application. By signing this agreement, I will:

1. Commit to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
5. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and the total family and consumer sciences education program.
6. Strive to maintain a good working relationship between FCCLA and the public.
7. Attend all FCCLA State Executive Council meetings including the FCCLA National Leadership Conference. (I will be responsible for expenses which could amount to as much as \$1,500 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.)
8. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
9. Make regular appointments to confer with my local chapter adviser to maintain communication regarding district and state-level matters.
10. In addition, I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Advisory Board up to and including dismissal from the organization.

I realize that if I plan to take an early graduation option, I will forfeit my duties as State Officer. By signing below, I recognize that I am committing myself to the responsibilities above.

Student _____

Date _____

VERIFICATION: We have reviewed the application for FCCLA District President/Vice President/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian _____

Date _____

Local Adviser _____

Date _____

Administrator _____

Date _____

