



ARKANSAS

STATE ASSOCIATION

Election Guidelines

Last Revision: September 2023

Election Process Terminology:

Voting Delegate – one representative from each chapter within a region who casts the vote for their chapter for the individuals they wish to elect to an office position.

National Officer Candidate: one individual from each region that is elected to continue to the state elections.

Arkansas National Officer Candidate: Refers to an individual that is elected at the state election process to represent the entire state of Arkansas during the national election process during the National Leadership Conference.

State Office Candidate - up to two individuals from each region that have been selected to represent the best of the best from their region and would be capable of serving as a state officer.

Nominating Committee: committee comprised on each of the Region Presidents of the current year who select the six-member State Officer team out of the State Officer Candidates elected at their region meeting.

Regional Election Application: This application is filled out to run for ANY office at the regional elections. Everyone will fill out this same application regardless of the office they are running for. Application will be redacted to preserve personal data and eliminate potential biases.

State Election Application: An additional application that will be completed by all elected State Officer Candidates, and National Officer Candidates prior to the State Elections in March.

State Staff: any member of the Division of Career and Technical Education, specifically related to Family and Consumer Sciences related career pathways.

Regional Coordinator: an individual within the region that has volunteered to help run the region; also responsible for materials, purchase requisitions, and meeting planning.

Regional Elections

When: December 5th and 7th, 2023

Where: Regional Fall Conferences

Regional Elections hold the elections of the regional officers for each region as well as the preliminary elections of the State Officer Candidates and National Officer candidates for the upcoming school year.

Elected Office Positions (per Region):

National Officer Candidate	State Officer Candidate 1	State Officer Candidate 2	Region President	First Vice President
Vice President of Public Relations	Vice President of Community Service	Vice President of Membership	Vice President of Parliamentary Law	

Officers in Red are elected as a slate and their office positions will be announced during the State Leadership Conference.

Regional Election Process Step By Step

1. Register for the Regional Fall Leadership Conference

2. Gain Support of Adviser, Admin, and Guardians

3. Complete and Submit your Application

4. Prepare for Regional Elections

5. Present a Prepared Speech*

6. Answer Factual and/or Situational Questions

7. Tie Breaking (If Necessary)*

8. Voting Delegate Deliberation*

9. Recognition/Advancement to State Elections*

**Happens for each Officer Level (National, State, Region President, Region Officer Slate)*

Regional Specific Guidelines:

- Candidates cannot hold the same elected position (including all vice president positions) two years in succession, and a chapter cannot have more than two students holding a regional office per school year.
- Each candidate shall present an unassisted 3-minute speech; and answer a factual and situational question following their speech. During their speech candidates cannot use costumes, or props.
- Candidates cannot campaign for their positions. No materials, digital or physical, can be distributed before, during or after their speech. All smart watches, phones and other smart devices are prohibited by both candidates and voting delegates for the duration of the election process.
- Each voting delegate shall vote by secret ballot. The winner of the election shall be determined by a simple majority vote (one more than half the total number of votes cast). If no candidate receives a simple majority of votes cast, a run-off shall be held between the two candidates receiving the highest number of votes.
- All candidates must complete the [Regional Application](https://forms.gle/V1pRMDPJXHNDdJHa7) and submit to the following form (<https://forms.gle/V1pRMDPJXHNDdJHa7>) **no later than November 20th at 11:59 PM**. Failure to turn in application digitally will result in the candidate no longer running for an office position. A downloadable copy of the Regional Application can be found linked above, on the Arkansas FCCLA website, and in the FCCLA Portal under Resources – State Resources – Election Documents.

Regional Election Process Breakdown

Register for the Fall Leadership Conference

Goal: Candidate must sign up and say they will be attending the Fall Leadership Conference and pay their dues.

Importance: Registration will be tied to membership which will check and see if the officer candidate has been affiliated or is pending affiliation prior to the elections. This will also ensure that the officer candidate could participate in leadership training activities.

Process: Register for the Fall Leadership Conference through the DLG Registration link provided on the FCCLA Padlet and via the FCS Listerv prior to the registration deadline. Officer candidates that register late for the conference are no longer eligible for elections.

Gain Support of Adviser, Administration, and Guardians.

Goal: Ensure that you have the support needed to dedicate yourself to being an elected officer. Support can be in the form of monetary, time, and travel support.

Importance: Assuming the role of an elected officer will require you to attend meetings, host events, and participate in the Regional, State, and possibly National level of FCCLA events. Participating in these events can cost registration fees, travel fees, and may require you to be out of the classroom more frequently than other students. Having the support from your Adviser, School Administration, and your Parents/Guardians will ensure that you will have the best support system while fulfilling your officer duties.

Process: Speak with your adviser, school administration, and parents about your interest in running for an office. Share with them the duties and responsibilities you would have as an officer. If they agree to support you in your endeavors, have them sign the required signature locations on your application. All applications must have full signatures to run for an office regardless of the level.

Compete and Submit your Application.

Goal: To complete and submit your application no later than two weeks prior to the Fall Leadership Conference to both the Region President's Adviser and the State Adviser.

Importance: To be able to see your support gained in the previous step and to ensure that you are eligible to run for an office. Part of the application will be presented to the voting delegates present at the regional elections to gain a better understanding of you as a candidate, your strengths, your goals, and your ambitions. The application is one of the most important steps in setting yourself apart from the other candidates and proving that you would be capable, and excited to become an officer.

Process: Download the Regional Election Application from either the FCCLA Portal or the Padlet and begin completing the application. If there are questions you are unfamiliar with check with your adviser or guardians to best answer the question. Once you have completed your application, and received your signatures you will need to scan (not photograph) your application and email it to your Region President's Adviser no later than two weeks before the Fall Leadership Conference. If you do not turn your application in on time, you will not be eligible for an office position.

Prepare for Regional Elections

Goal: To develop a prepared speech on a provided topic, and study to answer factual and/or situational questions after your speech.

Importance: This is your chance to wow the voting delegates, and audience with your speech and with your knowledge of FCCLA. Failure to prepare your speech or prepare for your questions may not result in you being elected as an officer.

Process: The speech topic will be released closer to the date of the elections. Work with your adviser, administration, and guardians to develop a speech that answers the prompt, but still contains elements of your personality and leadership styles incorporated throughout. To prepare for your factual questions, study FACS Unit 1 questions about FCCLA. Situational questions are meant to gather how you would react in certain situations and how you would present yourself as a leader.

Present a Prepared Speech

Goal: To see how you present yourself while giving a prepared speech in front of a large audience.

Importance: Being an officer, at any level, will require you to speak in front of many different size audiences. You may be presenting to small chapters, hosting breakout sessions, or presenting on stage in front of your Region, State, or even Nationals. Being nervous on stage is normal, but it's all about how prepared you are and how you present yourself while on the stage that counts! We are also looking at how well you can answer a prompt that has been presented to you. How closely did you answer the prompt? How much of your personality was included in your speech?

Process: All the election candidates will be sequestered during the time of their elections and only those that are presenting will be allowed on the stage in front of the delegates. When it is your time to present your speech, you will be called onto the stage from the holding area and given the opportunity to present your prepared speech. Speeches can have notecards, but cannot have costumes, props, or a PowerPoint to go along with the speech.

Tip: The more comfortable you are with your speech, the more comfortable you'll be on the stage!

Answer a Factual and Situational Question

Goal: All officer candidates will be required to answer a factual and situational question as part of their election process.

Importance: To gauge the knowledge you possess of FCCLA, and to assess how you would handle situations as an elected officer. The factual questions will be based off FCCLA specific knowledge increasing in specificity based on the office position you are running for. The situational questions will be hypothetical situations developed to see how you would react in a leadership position.

Process: After presenting their speech, the officer candidate will then be asked their factual question to be answered on the stage. Candidates are allowed to pass on one factual question if they do not wish to answer the question and move to another question. Upon answering the factual question, candidates will be asked a situational question. Candidates cannot skip the situational question and must answer this question to the best of their ability on how they would handle the proposed situation. After the candidate answers both questions they will be escorted off the stage, and the question answers will be shared with the voting delegates.

Voting Delegate Deliberation Period

Goal: Period of time given to the voting delegate to consider, cast, and tally their votes for the officer candidates they believe will be best suited to run their state and region.

Importance: To allow the voting delegates time to review the applications, speeches, and answers to the questions of the selected officers they wish to cast their vote.

Process: Voting Delegates will be given time to review their materials and cast their vote. Once they cast their vote they will be required to return to their seat and wait until all votes are cast and tallied. Should there be any ties, they will be broken, and the process will start over for the two officer candidates that had the tie.

Special Note: At the end of the Regional Office Slate, voting delegates will designate which officers they believe would fit which of the five remaining offices the most based on their applications, question answers, and character.

Tie Breaking *(if necessary)*

Goal: To establish a clear officer election with a majority vote of the voting delegates present.

Importance: To maintain integrity each officer elected must be done so by clear majority vote.

Process: In the event of a tie the two candidates that were tied will be brought back to the audience and asked another factual and situational question to answer in front of the group. This will continue until there is a majority vote for all elected officers.

Recognition/Advancement to State Elections

Goal: Recognize all officer candidates for their hard work and courage for running for an office position.

Importance: To empower all candidates and promote positive connections with running for an office even if they are not elected to an office position.

Process: All officer candidates will be recognized for their hard work on stage at the conclusion of the election process. They will then be allowed to take their seats in their designated seat in the audience, while the elected officers are announced (along with their applicable roles – NOC/SOC/RP). The roles of the Region Officer Slate will be announced at the State Leadership Conference. National Officer Candidates, and State Officer Candidates will advance to the State Elections in March.

State Elections

When: March 2023

Where: Little Rock, Arkansas

State Elections are held to elect the upcoming State Officers from the elected State Officer Candidates from regional elections as well as the National Officer Candidates that will advance to the National Election process during the upcoming National Leadership Conference.

Elected Office Positions:

National Officer Candidate 1	State President	First Vice President	Vice President of Public Relations
National Officer Candidate 2	Vice President of Community Service	Vice President of Membership	Vice President of Parliamentary Law

Office positions in red will not be announced until the State Leadership Conference

State Election Process Step by Step

Advancing from Regional Elections

1. Maintain Support from Adviser, Admin, and Guardians

2. Complete and Submit the State Elections Application

3. Prepare for Elections

4. FCCLA Knowledge Test

5. Present Workshop Based Case Study

6. Present Prepared Speech

7. Interview with Nominating Committee

8. Nominating Committee Deliberation Period

9. Notification of Position via Email

State Election Specific Guidelines:

- Candidates cannot hold a state office two years in succession, and a chapter cannot have more than two students holding a state office per school year.
- Candidates cannot campaign for their positions. No materials, digital or physical, can be distributed before, during or after their speech. All smart watches, phones and other smart devices are prohibited by both candidates and voting delegates for the duration of the election process.
- Candidates will be judged by a nominating committee consisting of Region Presidents and will be scored using the provided rubrics. (Rubrics will be added to this document by December). Candidates will be notified if they have received an office but will not know which office they received until the State Leadership Conference.
- All candidates must complete the State Officer Candidate or National Officer Candidate Applications and submit to the Arkansas FCCLA State Adviser no later than 2 weeks prior to the State Elections. Failure to turn in application digitally will result in the candidate no longer running for an office position. A downloadable copy of the Regional Application can be found linked above, on the Arkansas FCCLA website, and in the FCCLA Portal under Resources – State Resources – Election Documents.

State Election Process Breakdown

Maintain Support from Adviser, School Administration, and Guardians

Goal: Receive signatures of assurance stating that your adviser, school administration and parents/guardians will support the officer candidate should they be elected to office.

Importance: Ensure officer candidate has necessary support required for a higher office position.

Process: Officer candidates will be required to receive support and signatures in their application packet stating that they have the support of their adviser, school administration and parents/guardians to uphold the duties of the offices to which they may be elected. State Elections are held for State Officers and National Officer Candidates, both which have a much larger financial, time, and travel expectation than a Regional Officer.

Complete and Submit the State Elections Application

Goal: To complete and submit the State Elections application by the deadline.

Importance: To allow the nominating committee the ability to learn more about the officer candidates, provide a similar base for all officer candidates to start from, and requires the officer candidates to think more about their qualifications, why they want to be an officer, and how they could best serve their organization.

Process: Officer candidates will need to download and complete the State Elections Application from the FCCLA Padlet or the FCCLA Portal and submit with assurance signatures to the FCCLA State Adviser prior to the application deadline. No late applications will be accepted.

Prepare for Elections

Goal: Prepare to put the best foot forward during the election process with the end goal being to be elected as a State Officer or Arkansas National Officer Candidate.

Importance: To be as prepared as possible for the elections. The State elections have many elements derived from the National FCCLA Election process. This is to prepare the students receiving office positions are the most qualified candidates to run and represent Arkansas FCCLA. This also prepares candidates for the National Election Process should they be elected as an Arkansas National Officer Candidate.

Process: Candidates need to be studying FCCLA knowledge from Unit 1, the National Website, and the Arkansas Website. Candidates will also need to be preparing and practicing their prepared speech based on their provided prompt and prepare to work as a team to develop a workshop during the Workshop Case Study segment. Candidates need to be aware and comfortable answering interview-based questions after presenting their speech.

FCCLA Knowledge Test

Goal: Assess the knowledge of the Officer Candidate and provide a non-objective number in their scoring rubric.

Importance: Having FCCLA knowledge is important for an FCCLA Officer. By testing during the election process this allows the candidates to demonstrate their FCCLA knowledge and it also provides a non-objective number that will be calculated into their scoring rubric.

Process: Candidates will arrive at the election center and will all take a moderated test at the same time. Students will be proctored by the FCCLA State Adviser and must bring a device capable of accessing the internet while they take their test. The FCCLA Knowledge test score will be graded and calculated into the overall score of the Officer candidate's election process.

Present Workshop Based Case Study

Goal: Assess how well an officer candidate can work with a partner, or in a team to develop and deliver a workshop synopsis.

Importance: State and National officers are expected to host workshops at various events, and being able to work as a team or group to develop and deliver that workshop is important to the success of the officer team to which the candidate would belong.

Process: Candidates will be broken into teams of two or groups of three depending on the number of candidates present that year. These teams/groups will be given a workshop topic and a set amount of time to design and plan their workshop. Candidates will determine their audience, methods, materials needed, and plan out their delivery. They will then present this workshop plan to the Nominating Committee. The workshop plan and presentation will be evaluated using a provided rubric and calculated into the overall score of the Officer candidate's election process.

Present Individual Prepared Speech

Goal: Assess how well the candidate can speak professionally, connect FCS to FCCLA, and present a prepared speech to a smaller audience.

Importance: A large role of the State and National officers is networking and advocacy for FCCLA and FCS Education. By being able to connect and FCS Education and FCCLA, identify the importance, and follow a provided prompt, candidates will be able to express their knowledge and professional speaking skills to the nominating committee.

Process: Candidates will be provided with a speech prompt that will require them to connect FCS Education elements, FCCLA, and advocacy. They will then prepare and practice this speech to become comfortable with the speech before delivering the speech to the nominating committee. The speech will be graded by the provided rubric and calculated into the overall score for the candidate's election process.

Interview with Nominating Committee

Goal: Answer a series of prepared questions asked by the nominating committee in a interview style.

Importance: This process is to learn more about the Officer Candidate, their ambitions, goals, and which office position may best suit this officer candidate. This process also allows the officer candidates to become more familiar with the interview process they may be exposed to in future jobs and career paths.

Process: Upon delivering their speech, the nominating committee will begin the interview process. This process will consist of several questions being asked to gain a better understanding of the officer and their expectations of becoming an officer. These can be a combination of situational questions that look at personality, leadership skills, humor, teamwork, and other traits required of a State or National officer. Responses to the nominating committees' questions will be evaluated using a provided rubric and calculated into the overall score of the Officer candidate's election process.

Nominating Committee Deliberation Period

Goal: Determine the two Arkansas National Officer Candidates and the six Arkansas State Officers.

Importance: Each year we can send two National Officer Candidates to the National Leadership Conference to represent Arkansas and compete to be elected a National Officer. The top two candidates running for Arkansas National Officer will receive this honor. Each year we elect six State Officers to run the Arkansas FCCLA organization in the upcoming school year. The top six state officer candidates will be named State Officers for the following school year.

Process: The overall score of the provided rubrics will help determine the top two and top six officer candidates through this process. Once the two Arkansas National Officer Candidates have been selected the Nominating Committee will sign off stating they approve of the two elected officers. The same will happen for the State Officer Candidates. Once the six State Officers have been selected, the Nominating Committee will then provide via secret ballot the offices they wish the State Officers to hold. This is also signed off by each member of the Nominating Committee prior to leaving the State Elections.

Notification of Selection via Email

Goal: Announce the two National Officer Candidates and six State Officers (not positions) to the officer candidates.

Importance: To provide closure to all officer candidates. By providing this over email this allows almost instant notice the following day on whether the officer candidate received a position or not. This allows officer candidates the opportunity to process their emotions connected to the election process at their own pace and in their own place.

Process: Officer Candidates will receive a notice from the Arkansas FCCLA State Adviser via email regarding their officer status. Officers elected to serve as a State Officer will receive information pertaining to the State Leadership Conference installation ceremony, and dress requirements at this time. State Officer positions will be revealed during the installation ceremony at the State Leadership Conference.