

# Prior to Election Day

## District Advisor in Charge of District Election

1. Assign each officer candidate a letter (random order, not alphabetical by name) to be used on the qualification form. Keep letter assignments confidential.
2. Make enough copies of each officer candidate qualification form, identified only by letter for each voting delegate (2 voting delegates per chapter) to have a copy.
3. Cut off the top part that has candidate information and position preferences.
4. Make a copy of District Adviser Tally Sheet for each district and state officer candidate.
5. Record scores for each officer candidate for the Candidate Information Forms section and Personal Profiles section of the tally sheet.

## Election Day Procedure at a Glance

More detailed instructions are found in the Procedure Manual

**Upon arriving at District Officer Elections** each officer candidate (district and state) is escorted to a meeting room only for officer candidates.

Voting delegates are directed to a separate room.

### Officer Candidates:

1. Answer FCCLA fact question (provided by the State Office in a sealed envelope) – 5 minutes to organize and write answer.
2. Hand in papers with written answer to district adviser in charge of officer candidate room. Adviser will make a copy of each candidate's paper.
3. Officer candidates will be given the 10 point FCCLA and parliamentary procedure knowledge test. 20 minutes to complete test. (Test provided by the State.)
4. All candidates remain in the room until voting delegates have completed rubrics for evaluating each officer candidate's qualification sheets. (If STAR Events are the same day as elections, they could start at this time. If only elections are taking place then candidates should remain in the room.)
5. Officer candidates will draw numbers for order and identification for the rest of the officer election procedure.

### Voting Delegates:

1. Receive name badges and be seated in special seating section.
2. Adviser will explain the voting procedure.
3. Voting delegates are given officer candidate qualification forms, identified by letter only (both district candidates and just state officer candidates) and a rubric for each candidate qualification form.
4. Voting delegates will score officer candidate qualification forms using the rubric provided. They may consult with chapter members and advisers.
5. All rubrics are returned to the District Adviser in charge of elections.
6. **District Adviser Team (District Adviser, State Executive and Advisory Council Representative, and Assistant District Adviser)** reviews rubrics, adds scores, calculates score and enters it into officer candidate tally sheet.
7. Officer in charge reads FCCLA Fact question and answer to voting delegates.

8. Each candidate (both district officer and state officer candidate only), one at a time, by number, in numerical order gives 3-minute speech, followed by reading FCCLA Fact question answer, followed by spontaneous fun question.
9. Candidates return to holding room. Voting delegates complete rubrics for Speech, Fact Question, Fun Question, and Professional Image Displayed.
10. Repeat 9 and 10 for all District Officer candidates.
11. Voting delegates finish completing rubrics for Speech, Fact Question, Fun Question, and Professional Image Displayed.
12. All rubrics are returned to the District Adviser in charge of elections.
13. **District Adviser Team** reviews rubrics, adds scores, calculates score and enters it into officer candidate tally sheet.
14. Adviser Team reviews office priority list from qualification sheets for candidates desiring State Officer candidate positions and District President positions. Only candidates listing State Officer candidate position will be considered for that position. Only candidates listing District President will be considered for that position unless no elected candidates listed that they desired to run for District President.
15. Candidates desiring to run for State Officer candidate position (both elected District Officer and just State Officer candidates) by number, in numerical order shall tell the voting delegates why they desire the position. Additional FCCLA Fact or fun question may also be asked.
16. Voting delegates cast a written ballot for up to three state officer candidates.
17. Adviser Team tally's votes. If there is a tie, the candidate(s) with the highest rubric scores will be elected.
18. Candidates desiring to run for District President, by number in numerical order, shall tell the voting delegates why they desire the position. Additional FCCLA Fact or fun question may also be asked.
19. Voting delegates cast a written ballot for one District President.
20. Adviser Team tally's votes. If there is a tie, the candidate with the highest rubric scores will be elected.