

E. Election Procedure

1. After all District officer candidate qualification forms, evaluation forms, and contracts are turned in, the district adviser will randomly assign each officer candidate a letter which will be placed on both parts of the qualification form (candidates should be lettered randomly - not in alphabetical order or any order that could be an indicator as to what officer candidate the qualifications are referencing).
2. The district adviser should cut off the officer candidate name and address and make copies (at least two copies per each chapter in the district) of all candidate forms as submitted by the candidate. (except Personal Profiles)
3. The district adviser, assistant district adviser and the state executive and advisory council representative shall be the final decision making body concerning district elections. The results are final that day and will not be discussed any further.
4. District and state officer candidates should be introduced by number only. Their school name shall not be announced at all during the election process.
5. Any candidate who desires to be considered for only a state officer candidate must inform the District Adviser prior to voting for the district officer slate.
6. All officer candidates will give a prepared oral presentation in 3 minutes or less on one of the following topics: (Candidate will stop speaking at the 3-minute time limit)
 - a. FACS Career, Power of One, Planning Process, FCCLA Week, Honor Chapter, Parliamentary Procedure, National Programs, Leadership or any area of Family and Consumer Sciences. Speeches should not contain anything on officer qualifications, or what they would do if elected, or anything else that could possibly be considered campaigning.
 - b. Copies of the speeches shall be submitted to the adviser in charge of elections prior to their presentation. The candidate may use notes.
 - c. The candidate is the only person allowed to speak during his or her presentation.
 - d. Campaigning is **NOT** permitted. Failure to follow this will result in disqualification from running for an office. Examples of campaigning may include but are not limited to: I have held the following offices, when I was an officer I..... I will make the following changes when elected.
 - e. Candidates cannot distribute or post any campaign materials or campaign in any other way prior to the election.
 - f. Candidates cannot request votes.
 - g. Candidates are not permitted to pass out business cards or other paraphernalia (such as candy, trinkets, gifts, etc.) before or during the election process.
 - h. Official Dress Code is required.
 - i. Music, sound effects, costumes and visuals, including power point, may not be used during candidate's presentation. Failure to follow this will result in disqualification from running for an office.
7. The District Executive Council may choose to ask the officer candidates a Fun question. They will be allowed 1 minute to answer one question. (Questions will be provided by the State Office to the District Adviser in a sealed envelope.)
8. State Officer candidates cannot be elected as district president.

G. Election Day Procedures

Even if District Officer elections and STAR Events are the same day and elections follow STAR Events this is the procedure to follow.

1. **Upon arriving at District Officer Elections** each officer candidate is escorted to a meeting room only for officer candidates. Voting delegates, other members and advisors are directed to a separate room.
2. **Officer candidates** will answer a written FCCLA fact question. Five minutes will be given for organizing and writing the answer, which will be read word for word to the voting delegates. All of the candidates papers will be turned in to the district adviser and a copy will be made for the District Adviser to follow along as the candidate reads his/her answer. All officer candidates will answer the same question. (FCCLA fact questions will be provided by the State Office in a sealed envelope.)
3. After completing and handing in the written answer to the fact question by all officer candidates, the officer candidates will be given a 10 point written knowledge test on FCCLA and parliamentary procedure. This test will be compiled and provided by the State Office in a sealed envelope. (A different test will be compiled for each District.) Officer Candidates will be given 20 minutes to complete this test. All officer candidates will remain in the officer candidate meeting room until voting delegates have finished reviewing and rating officer candidate qualification sheets using the rubric provided in the state procedure manual.
4. **Voting delegates** will procedure to the main meeting room where they should have appropriate name badges and a special seating section.
5. While district officer candidates are answering the FCCLA fact question and taking the written test, voting delegates will be given officer candidate qualification forms, identified by random letters only, to review and rate using the rubric provided in the state procedure manual. All rubrics will be given to the District Adviser at the end of the given time. (Approximately 30 minutes, depending on the number of officer candidates.)
6. District Adviser team (District Adviser, State Executive and Advisory Council Representative, and the Assistant District Adviser) will review Qualification Form rubrics and transfer to the scores to the district officer election tally sheet.
7. The district officer in charge of elections will read the fact question and the correct answer to the voting delegates.
8. Each candidate (both district officer and state officer candidate only), one at a time, by officer candidate number in numerical order will present an up to 3-minute presentation followed by reading their fact question answer word for word to the voting delegates.
9. If the district chooses to ask the candidates a Fun question, it shall be asked immediately following the fact question. A time limit of 1 minute will be given for each answer.
10. Voting delegates will complete the rubrics for Speech, Fact Question, Spontaneous/Fun Question, and Professional Image Displayed for each district officer candidate.

11. All rubrics will be returned to the district officer in charge of elections to be given to the District Adviser. Scores will be recorded on the tally sheet by District Adviser team (District Adviser, State Executive and Advisory Council Representative, and Assistant District Adviser). A total score for each officer candidate will be determined. The top total scores will be elected as the officer team.

H. Elected district officer candidates

1. After candidates are elected, the following will take place:
 - a. The District Adviser team will review the officer position preference list on the qualification sheet for any of the elected candidates desiring to seek the position of state officer candidate or district president. It must be indicated on the qualification sheet. All additional paperwork for state officer must have been completed and handed in to the District Adviser prior to elections.
 - b. Candidates desiring to run for the State Officer candidate positions, one at a time, by officer candidate number in numerical order shall tell the voting delegates why they desire the position. The district may ask the state officer candidates another question from the FCCLA fact or fun questions provided by the State Office, if the district desires. Voting delegates shall elect a maximum of three state officer candidates. The voting delegates vote will be combined with the total rubric score, and the highest scores will be elected as State Officer candidates. If there is a tie the candidate or candidates with the highest total rubric scores will be elected as the State Officer candidate(s).
 - c. Any state officer candidate may seek the position of national officer candidate if elected as a state officer at state officer selection. A state officer candidate may not run for national office, if they are not elected to the state executive council.
 - d. **If there are any candidates wishing to run for District President**, as indicated on the written officer priority list on the qualification sheet, then proceed to “e”. **If no candidates listed District President**, as indicated on the written officer priority list on the qualification sheet, then the procedure below is followed:
 1. The elected district candidates will have a maximum of 5 minutes to discuss with their local chapter which positions they want to seek.
 2. The elected district candidates will meet in a private room with the District Adviser, Assistant District Adviser, and the State Executive and Advisory council representative.
 - e. Candidates desiring to run for the District President position, one at a time, by officer candidate number in numerical order, shall tell the voting delegates why they desire the position. The district may ask the District President candidates another question from the FCCLA fact or fun questions provided by the State Office if the district desires. The voting delegate vote will be combined with the total rubric score, and the highest score will be elected as district president. If there is a tie the candidate with the highest total rubric scores will be elected as district president.

- f. The District Officer team will be announced to the voting delegates.
- 2. All candidates shall return to their private meeting room to determine the other officer positions.

V. FORMS

- A. District Officer Qualification Form
- B. District Officer Candidate Contract
- C. District Officer Code of Conduct
- D. Social Media Contract
- E. Personal Profile Sheet
- F. Photo Release Form