



**SOUTH CAROLINA
STATE EXECUTIVE COUNCIL ELECTION PROCEDURES**

Family Career and Community Leaders of America

CANDIDATE QUALIFICATIONS

1. Must be an affiliated member of a local chapter.
2. Must be a current freshman, sophomore or junior) to run for all positions (EXCEPT Vice President of Middle School Programs). Candidates for the office of Vice President of Middle School Programs must be a **Level 1** students (grades 6 through 9).
3. Must currently have and maintain an academic **3.0 GPA or better** based on the last grading period and the South Carolina Uniform Grading Policy.
4. Must have demonstrated a leadership role at the local, district or community level (leadership role – chairperson of a committee, officer of a class organization, at work or in the community).
5. Must display basic knowledge about the career and technical student organization of FCCLA and Family and Consumer Sciences. A written exam will be required at the State Leadership Conference. A minimum grade of 70 or higher is required for a candidate to continue in consideration.
6. Must NOT be running for State Office in any other Career and Technical Student Organization (EXCEPT the National Technical Honor Society).
7. Must secure support from parent/guardian(s), local adviser, and school administrator.

APPLICATION PROCESS

STEP ONE: Complete the following necessary paperwork in this order and submit it to State Office by established date:

1. A State Officer Candidate Application Form.
2. Submit digital photo
3. Attach the one-page resume and complete the essay
4. Complete and submit Responsibility and Qualifications Signature Sheet with all required signatures.
5. Obtain (3) Three LETTERS OF RECOMMENDATION (one must be from a FCCLA Chapter Adviser). This paperwork must be submitted and secured in a three-hole theme folder (with pockets and brads) with a white label placed in the top right-hand corner. The label must have candidate’s name, adviser’s name, and student level (Level 1, 2 or 3). No page protectors allowed.
6. Upon receipt, each candidate will have an evaluation of their resume and submitted essay. These will be evaluated on the following points:
 - Legibility and neatness
 - Inclusion of pertinent information
 - Thoroughness and completeness
 - Mechanics of spelling and grammar
 - All materials will be evaluated using the candidacy rubric.
7. Each applicant will then receive official notification of their Official acceptance as an officer candidate. **Letter Drop #1.**

STEP TWO: At the State Leadership Conference **or designated time and location**, candidates will participate in the screening interview and FCCLA Knowledge Exam. The screening interview will be conducted by the State Executive Council Adviser, the current State President, one other Executive Council member and the State Adviser (or his/her designee). During the Screening Interview the Candidate will be asked to:

1. **Each State Officer Applicant will attend the Election Orientation:** At the State Leadership Conference, State Officer Candidates, Advisers and State Officer Adviser will meet to go over logistics for the officer selection procedure. This is an information-only meeting and is not part of the selection process.
2. Recite the FCCLA Creed from memory to Interview Panel.
 - a. State Officer Candidates will be required to recite the FCCLA Creed. Candidates will be evaluated on how well they have the Creed memorized and if they speak clearly and not too fast.
2. Present a one-minute introduction.
 - a. Organize a short talk about yourself covering the topics below (two minutes’ minimum, three minutes’ maximum). Points will be deducted if not within required time limit. This speech should be memorized. Note cards will be allowed. Topics to include in the presentation (in any order):
 - i. The contributions you have made to FCCLA and what you think you can contribute to the South Carolina Association as a State Officer.
 - ii. Relate why you would like to become a State FCCLA Officer.
 - iii. Describe your participation in your chapter FCCLA activities and other school or community organizations.
 - iv. Review your qualifications to be a State Officer



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3. Answer three (3) questions that will be asked of all Candidates seeking office that year. These questions will be at the discretion of the interview panel. Questions may stem from any of the following 6 areas:
 - a. Personality Question
 - b. Situational Response Questions
 - c. Parliamentary Procedure Question
 - d. Resume Based Question
 - e. Follow Up Question Based On Interview
4. Take the FCCLA Knowledge Exam and score at **least 70 percent** in order to continue.
5. Candidates will receive notification of their permission to continue in the Election Process. **Letter Drop #2.**

STEP THREE: At the State Leadership Conference at a designated time and location, candidates will participate in the Opening General Session and the Voting Delegate Meet and Greet Networking Session. Candidates will be

1. During the Opening General Session, Candidates will be asked to do a one-minute introduction of self to attendees using a prop (this can be the SAME INTRODUCTION used for screening interview).
 - a. Candidates will introduce themselves to the entire delegation at the Opening Session. The introduction will be a one-minute presentation with a prop. The subject will be free choice of the candidate. If speeches run beyond one minute, points will be deducted but candidates will be allowed to finish. The evaluation will be based on:
 - i. Preparedness
 - ii. Creativity
 - iii. Volume
 - iv. Clarity
2. Voting Delegate Meet and Greet Candidates will introduce themselves to the Voting Delegates at the Networking Session in an informal meet and greet. Candidates' interactions with the Voting Delegates may be observed by the state interview panel.

STEP FOUR: At the State Leadership Conference at a designated time and location, candidates will participate in the Election Session with Voting Delegates.

1. Candidates will be asked one question from a member of the current executive council. Candidates will answer the question in front of the voting delegation.
2. Candidates will then be released from the voting area and will be sequestered.
3. Candidates will receive notification of election and be invited to be a part of the State Executive Council. **Letter Drop #3.**

STEP FIVE: At the State Leadership Conference, at a designated time and location, Newly Elected Officers will meet with the State Adviser and State Executive Council Adviser to determine officer positions. New State Officers are announced at the State Leadership Conference and these officers must attend the Installation Ceremony at the Awards Session.

If a student is elected as a State Officer, as a member of the Executive Council, they are required (unless noted) to attend the following:

1. State Officer Orientation: 1 Day-Spring 2020
2. **OPTIONAL** – National Leadership Conference: July 5, 2020-July 9, 2020 (Washington, DC)
3. Fall Officer Regroup/ Officer Training: 2 days in August 2020
4. State Officer UFL Planning Meeting: 1 Day-September 2020
5. Ultimate Fall Leadership Conference: 2 days in October 2020
6. State Officer Meeting: 1 Day-November 2020
7. Spring Officer Regroup Meeting: 1 Day-January 2020
8. State Leadership Conference Planning Meeting: 1 Day-February 2020
9. Annual State Leadership Conference: 3 days March 2020

DRESS CODE FOR STATE OFFICER CANDIDATES

Officer candidates are to look professional throughout the entire conference unless otherwise stated. During both the prop speech on stage and the interview, only business attire will be allowed, no costumes of any sort will be acceptable. Official FCCLA Attire is HIGHLY ENCOURAGED. Business attire is classified:

- a business suit with slacks or skirt, jacket/blazer is required or a dress. *Exceptions will be made for candidates who wear a dress shirt, tie/ascot and slacks without a jacket/blazer.*



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- When white shirts or slacks are worn, skin tone undergarments should be worn underneath.
- For "Officer Reflections" casual attire (jeans and FCCLA t-shirt).
- For installation, candidates should wear a white semi-formal dress or appropriate business dress.
- No visible tattoos are allowed.
- Candidates are allowed three piercing in each ear and no distracting piercings on the face. *All other jewelry (i.e., bracelets or necklaces) should be tactful and kept to a minimum*
- Nail polish should be professionally manicured and coordinate with attire.
- Hair color needs to be of a natural color.

CANDIDATES DISQUALIFICATIONS

1. Being late to any Officer Candidate Meeting may result in immediate disqualification. *Candidates must be aware from the onset that promptness is important!*
2. Violation of Policies and Disciplinary Procedures results in immediate disqualification.