



OKLAHOMA
STATE ASSOCIATION

2021-2022 District Officer Election Step-by-Step Guide

2021 District Officer Elections Step-by-Step Guide

What is the District Officer Team?

The District Officer team consists of five (5) elected members who primarily serve as liaisons to the FCCLA district in which they live. In addition to representing the chapters in their district, the district officer team presides at the district conference, plans and implements a community service project for the district, helps implement National Programs in the district, moderates the social media accounts for the district, assists with district and regional STAR Events, and serves in the Courtesy Corps for State STAR Events and State Convention. District Officers can also be called upon to make chapter visits to help promote FCCLA to the schools within their district. These five officers are elected annually.

District Officer Positions

President	Vice President of Community Service	Vice President of Membership	Vice President of Public Relations	Vice President of STAR Events
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The **President** shall preside at District and executive council meetings using an agenda approved by the District FCCLA counselor(s).

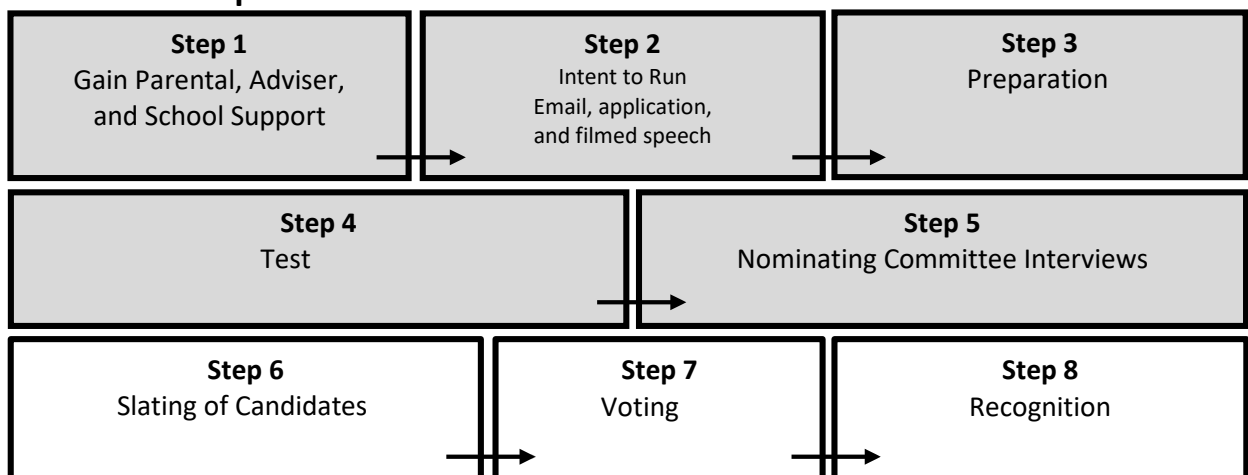
The **Vice President of Community Service** shall assume the duties of president in the president’s absence and assist the president as needed. The Vice President of Community Service shall provide leadership in planning and implementing community service program(s) for the District.

The **Vice President of Membership** shall provide leadership in planning and implementing programs for membership promotion and development in the District.

The **Vice President of Public Relations** is responsible for the press release for district meeting, greeting members at all District activities introductions, and making appropriate District related comments on social media sites.

The **Vice President of STAR Events** shall provide leadership in planning and implementing the district’s STAR Events, assist in sponsorships and awards for the district competition.

Steps of the District Officer Election Process



Step 1: Gain Parental, Adviser, and School Support

Goal:

- Develop a strong support system for the election process and potential year as a member of the District Officer Team.

Why is this important?

Becoming a member of the district officer team will affect the day-to-day lives of many more people than just the officer. Family members may need to provide transportation to FCCAL events, teachers will likely have to prepare assignments ahead so that officers can be successful even when they are not in the classroom every day, and chapter advisers assume responsibilities that correlate to their student's office. It's a more positive experience when district officers have a team of people encouraging them in their endeavor, so the process should begin with a solid foundation of buy-in and support.

Process:

- Talk with parents, the chapter adviser, and school administration about the opportunity to run for a district office. Candidates should explain why they are interested, how they believe they will benefit, and their plan for maintaining a good standing in their family, school, and community with the added responsibility. Go over the details of the election process and required district officer travel and participating in FCCLA events.

Step 2: Intent to Run Email, Application and Filmed Speech

Goals:

- Officially become a District Officer Candidate
- Verify eligibility, proof of support, and provide contact information.
- Provide information on experience and qualifications.

Why is this important?

The district officer application provides state staff with the information needed to ensure that candidates are eligible to run and enables the staff to include the member in the election process. Application materials also provide the Nominating Committee and chapters with an introduction to the candidate through information about candidate's experience in FCCLA and other areas of their life and recommendations from those who know the candidate well. The application is a candidate's opportunity to show his/her ability to succeed in basic skills, such as following directions and expression of ideas, and opinions through writing. Nominating Committee members will begin to form an opinion of each candidate including his/her qualifications and ability to serve the organization through the application materials. Resumes and filmed speeches will be available on the Oklahoma FCCLA website during the election week. The filmed speech will be available on the Oklahoma FCCLA state website April 20-22, 2021 for chapters to view and cast their ballot for the office of President.

Process:

- Candidates should review the application early so they know what is expected and can allow plenty of time to complete it in a high-quality manner. Many signatures and recommendations are required so planning will give everyone time to complete their portion of the application.
- Upon receiving support from their school, candidates who wish to run for a district office should email their name to gail.taylor@careertech.ok.gov to let Oklahoma FCCLA know they are running. **They must do so by NOON April 2nd, 2021 in order to be entered into the testing window.**
- Complete the application according to the directions provided. Review the document several times to ensure it has been completed correctly and ask others to proof it as well.
- Email the application to Gail Taylor, gail.taylor@careertech.ok.gov, **no later than April 5, 2021.**
- Candidates must record their prepared one-minute speech and upload to YouTube. Email the link to the speech, along with the application, to Gail Taylor **no later than April 5, 2021.**

Step 3: Preparation – Speech Topic and Studying for Test

Goals:

- Develop a **one-minute speech** related to the topic provided that illustrates the candidate’s professionalism, public speaking abilities and personality. **The topic is: How does FCCLA help you lead BEyond MEasure?**
- Acquire a comprehensive understanding of FCCLA’s history, structure, and current opportunities as well as a general understanding of Family and Consumer Sciences and Career and Technical Education.

Why is this important?

Preparation is the key for candidates to successfully complete the election process.

Process:

- The 2021 speech topic will be posted on the Oklahoma FCCLA website as well as on the officer application. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.
- Candidates should study the resources listed below. Become comfortable with information about FCCLA both for the test and as preparation for potentially becoming a district officer.
- District officer candidates will receive correspondence via email from state staff for all items election related. It is extremely important that candidates read all information sent and share it with their advisers.
- Direct questions to the state adviser. Understanding the details and feeling prepared will help candidates do their best during the election process. Contact Oklahoma FCCLA State Adviser, Brittani Phillips, at brittani.phillips@careertech.ok.gov or 405-743-5467.

FCCLA Resources for Test

- FCCLA National Program Materials
- FCCLA Membership Campaign
- FCCLA Competitive Events
- FCCLA History
- FCCLA Partnerships
- *FCCLA Branding & Promotion Guide*
- *2020-2021 Issues of Teen Times*
- *2020-2021 Issues of FCCLA Connection Magazine*
- *Roberts Rules of Order*
- www.okfcla.net
- www.fcclainc.org

What Candidates Should Wear During Interviews

The official dress is an FCCLA red blazer and is mandatory at all Officer Candidate activities.

- FCCLA Red Blazer
- Professional White Shirt
- Back Bottoms (slacks, skirt, sheath dress)
- Neckwear options can include black or red tie, black or red bow tie, single strand of pearls, red, black, or white scarf, or no neckwear
- Shoes (black dress shoes)

Step 4: FCCLA Test

Goals:

- Discover how much candidates know about the organization.

Why is this important?

District officers represent the organization to many groups of people from members and advisers to potential partners and policy makers. This responsibility requires a comprehensive knowledge of the organization and the Nominating Committee needs to understand how much each candidate knows as they make decisions about who will serve on the 2021-2022 District Officer Team.

Process:

- The test will be comprised of 25 questions about FCCLA. The questions may be true/false or multiple choice.
- Candidates will be emailed the link to the **test April 6, 2021** They will have a testing window of **April 7 – 9, 2021 to test.**
- Test scores will be shared with the Nominating Committee members.

Step 5: Nominating Committee Interviews

Who will be there?

- Interviews – Nominating Committee comprised of District FCCLA Counselors, Teacher Counselors, Bookkeepers, FCCLA Alumni

Goals:

- Nominating Committee –
 - Slate the candidates to be placed on the ballot.

Why is this important?

The Nominating Committee selects the five individuals it believes have the highest potential to best serve the organization over the next year. They do this by meeting each candidate individually and hearing their speech and answering interview questions.

Process:

- Nominating Committee –
 - Candidates will be given a time to login to Zoom. They will be greeted by a “room monitor”. When it is their interview time, they will be added to the Nominating Committee Zoom “room” for their district.
 - The candidate has up one minute to deliver his/her speech. The speech will be timed when the candidate begins speaking. The candidate will be stopped at one minute.
 - Nominating Committee members will take turns asking questions. The candidate will be asked questions for up to five minutes.
 - Once all questions have been answered, the candidate will be removed from the Zoom Room and the interview process for them will be concluded.
 - Nominating Committee members will spend a few minutes completing the appropriate sections of the candidate’s evaluation form before the next candidate is presented.
- Once you have completed your interview, your District Officer Candidate duties will be complete for the remainder of the day.

Step 6: Slating Candidates

Who will be there: Nominating Committee

Goals:

- Place candidates on the ballot for District Office

Process:

- Each candidate will receive a composite score consisting of 30 points for involvement, 25 points for the test, and 45 points for speech, body language, poise, and ability to answer questions.
- The two highest scoring individuals will be placed on the ballot for president. The person receiving the highest number of votes will be the President and the opponent will be the Vice President of Community Service. The remaining candidates will be placed on the ballot in alphabetical order.
- In the event two candidates have the same composite score, the candidate receiving the highest interview score receives first consideration
- The slate of candidates will be emailed to chapters **April 20, 2021**.

Step 7: Voting

Process:

- District Officer Candidate Speeches and resumes from their application will be posted on the Oklahoma FCCLA website **April 20th**. This will allow chapters to determine which candidate they wish to place their vote for in the district president election.
- Chapters will be mailed a link to vote and must do so by **April 22, 2021**. Each chapter will receive one vote and will choose one of the presidential candidates to vote for.

Step 8: Recognition

Every candidate deserves recognition for their accomplishments, whether they become a member of the 2021-2022 District Officer Team or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. The District Officer Candidate should thank the many people who helped make the opportunity to be a District Officer possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.

Process:

- Chapters will receive an email with the newly elected District Officer Team and their positions April 26th.
- All District Officers are required to attend District Officer Training. The training will take place June 9-11, 2021 at Camp Tulakogee in Wagoner, Oklahoma. Dates for a virtual option are TBD. Links to the virtual training will be sent to those who request it. **Officers must alert their District FCCLA Advisers by May 6th if they are not attending in person.**
- A press release will be available on the Oklahoma FCCLA website. A news article and photo should be sent to the newly elected District Officer's local newspaper to celebrate their success.

February 18, 2021	District Officer applications available on Oklahoma FCCLA website
April 2, 2021	Deadline for advisers to submit names and emails of candidates running. Names and emails must be sent to Gail Taylor at gail.taylor@careertech.ok.gov . CC your Program Specialist.
April 5, 2021	Deadline for officer applications to be emailed along with the YouTube link to the candidate's speech. Email to gail.taylor@careertech.ok.gov and CC your Program Specialist.
April 6, 2021	Email with testing information sent to advisers of District Officer Candidate
April 7 – 9, 2021	District Officer testing window. Testing window closes at NOON April 9, 2021
April 12, 2021	North region interviews conducted on Zoom 4:30 p.m. – 6:30 p.m.
April 13, 2021	Southeast region interviews conducted on Zoom 4:30 p.m. – 6:30 p.m.
April 14, 2021	South region interviews conducted on Zoom 4:30 p.m. – 6:30 p.m.
April 15, 2021	Northeast region interviews conducted on Zoom 4:30 p.m. – 6:30 p.m.
April 20-22, 2021	District Officer Voting Period. Candidate's speech videos will be posted on Oklahoma FCCLA website
April 26, 2021	District Officer Election Results emailed to chapters
May 6, 2021	District Officer Guarantee of Attendance from each team emailed to Brittani Phillips, brittani.phillips@careertech.ok.gov
June 9-11, 2021	District Officer Training at Camp Tulakogee Wagoner, OK

