

STATE EXECUTIVE COUNCIL ELECTIONS **STEP-BY-STEP GUIDE 2021**

FCCLA[®]
ARIZONA

State Executive Council Elections

Step-by-Step Guide

What is the State Executive Council?

The State Executive Council consists of eight (8) elected members who serve as the representatives of Arizona FCCLA. In addition to serving as the youth leaders of the organization, the State Executive Council aids in the development and implementation of programs, public relations and membership recruitment efforts. These officers are elected annually at the State Leadership Conference by the youth members through the election process.

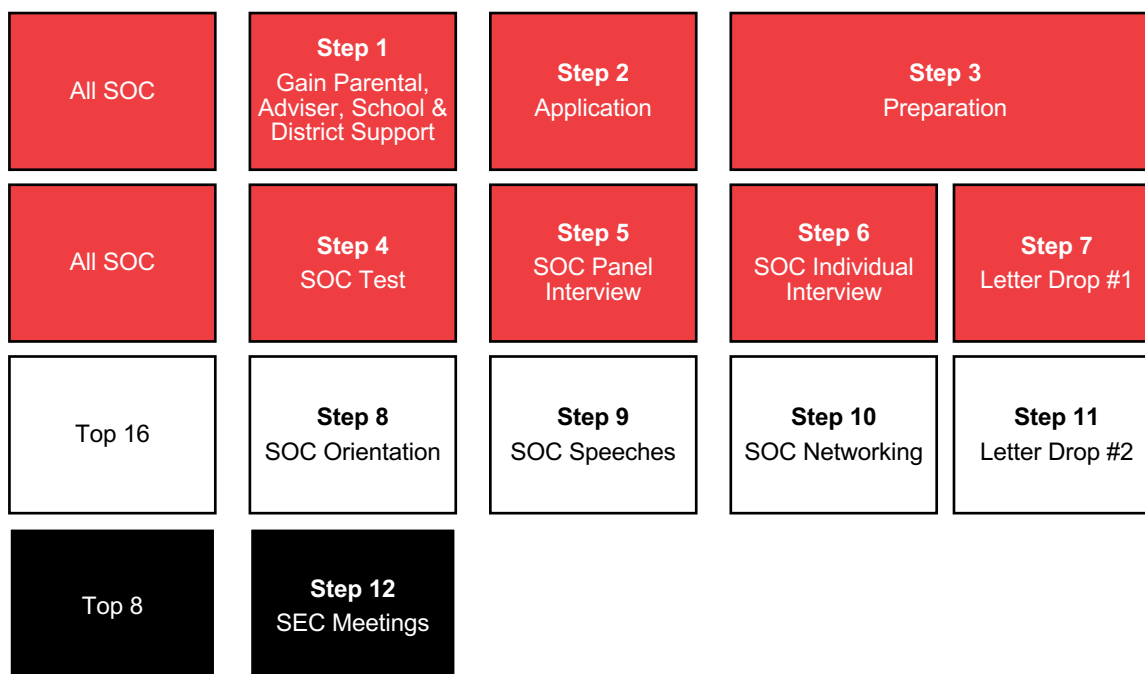
Offices of the State Executive Council

President	First Vice President	VP of Service Learning	VP of Competitive Events
VP of Program Development	VP of Finance	VP of Membership	VP of Public Relations

Election Process Terminology

- **Voting Delegate** – members that vote on bylaw amendments and motions at the Business & Recognition Session on behalf of their chapter.
- **Election Voting Delegate** – the single voting delegate that casts all votes on behalf of their chapter for the State Executive Council.
- **State Executive Council** – the eight (8) members elected as state officers.
- **State Executive Council Adviser (SECA)** – the local adviser to a State Executive Council member.
- **State Officer Candidate (SOC)** – an Arizona FCCLA member running for state office.
- **State Officer Candidate Adviser (SOCA)** – the local adviser to a State Officer Candidate.
- **State Staff** – the individuals who work for Arizona FCCLA to serve the state organization.

Steps of the State Executive Council Election Process



Step 1: Gain Parental, Adviser, School and District Support

Goal:

The goal of Step 1 is to develop a support system for the election process and potential year as a state officer.

Why is this important?

Serving as a member of the State Executive Council will affect your everyday life and day-to-day activities. Families will have to make several trips to Phoenix and teachers will have to prepare assignments ahead of time. It is difficult to be successful as a state officer without a strong support system behind you.

Process:

Speak with parents, adviser(s), school and district administration about the opportunity to run for a state office. You should clearly know why it is that you want to run and should communicate that with the aforementioned individuals. Be sure to review the election process and travel requirements.

Step 2: Application

Goal:

The goal of Step 2 is to officially become a State Officer Candidate, verify eligibility, providing proof of support and contact information.

Why is this important?

The application is a form that members use to express their interest in running for state office. It provides State Staff with the information needed to ensure that candidates are eligible to run for office and are included in the election process. Application materials also provide voting delegates with an introduction to the candidate through information the candidate provides. Voting Delegates will be given the opportunity to form an opinion on the candidate and their ability to serve the organization.

Process:

Applicants should review the application as soon as possible so they know what is expected and can complete the application with the highest of quality. Many signatures are required so planning is key. It is important to complete the application according to the directions that are provided. Review the application as much as possible and ask others to proof it. Make a copy of the application, as once it has been received, a copy cannot be provided to you. Mail the completed application to the state office so it may be in hand by February 5, 2021. Questions regarding the application or election process should be directed to leadership@azfccla.org.

“When I was running to become a State Officer, I had no idea that I was also running to be a part of a family. A family that welcomes everyone, and will welcome you!”

Tanda Marsh
VP of Finance

Step 3: Preparation

Goal:

The goal of Step 3 is to ensure that candidates understand the expectations and required sessions of State Officer Candidates. In addition, candidates will acquire a comprehensive understanding of Arizona FCCLA's history, structure and opportunities.

Why is this important?

Preparation is the key for State Officer Candidates to successfully complete the election process.

Process:

In order to be prepared with FCCLA knowledge, candidates should study the resources listed below. Becoming comfortable with FCCLA knowledge is crucial for the State Officer Candidate test and potentially becoming a state officer. State Officer Candidates will receive correspondence via email from State Staff from the moment the application is received up to the State Leadership Conference. It is imperative that candidates read the information sent and share it with advisers so they know the expectation when it comes to the State Leadership Conference and the election process.

“Being yourself throughout the whole process will help members, State Staff and State Officer Candidates get to know you better.”

KayLee Lowe
VP of Public Relations

Resources for SOC Test

- Arizona FCCLA Website
- National FCCLA Website
- Arizona FCCLA Bylaws
- National FCCLA Bylaws
- *2021-2022 SEC/A Handbook*
- FCCLA Purposes
- FCCLA Mission
- FCCLA Creed

What SOC Wear at SLC

All State Officer Candidates are expected to wear the official FCCLA uniform. Ladies will wear a white dress shirt with a black skirt and ascot. Males will wear a white dress shirt with black dress pants and FCCLA tie. Candidates should wear appropriate dress shoes – females having a small heel and males having a matte black shoe.

“You have to believe that you would make a good State Officer in order for others to believe it as well.”

Jasmine Diaz
State President

“Grow to be the best you in the election process. Win or lose, you have a leader in you.”

Myranda Sutton
Executive Vice President

Step 4: State Officer Candidate Test

Who will be there?

State Officer Candidates, State Executive Council

Goal:

The goal of Step 4 is to ensure that candidates have the necessary knowledge base to serve on the State Executive Council.

Why is this important?

The State Executive Council represents the organization to many groups, partners and sponsors. This position requires a strong knowledge of FCCLA. The test is administered to ensure the State Officer Candidates have the necessary knowledge base to represent the state organization.

Process:

The State Officer Candidate test will be comprised of 25 multiple choice questions about FCCLA. On February 23, 2021, State Officer Candidates will be required to sign into a virtual meeting and share their surroundings with the test proctors. From there, candidates will complete the test while being monitored by the test proctor to maintain the integrity of the election process. Additional windows, tabs, monitors, etc. will not be permitted – the use of any of these items besides to take the test will result in disqualification in the election process.

Step 5: State Officer Candidate Panel Interview

Who will be there?

State Officer Candidates, Board of Directors

Goal:

The goal of Step 5 is to ensure that candidates have the necessary communication skills to be successful in a group setting.

Why is this important?

Members of the Board of Directors will evaluate the communication skills of State Officer Candidates in group settings.

Process:

On February 24, 2021, State Officer Candidates will be required to sign into a virtual meeting at a designated time, along with two other candidates and three members of the Board of Directors. Candidates will be asked the same questions by the panel and given the opportunity to respond with their ideas. In addition, candidates will be asked questions that pertain to their responses as well as specifics of their application.

“Running for State Office is the best decision to make, you’ll become a strong leader and gain a wonderful family.”

Evangeline Anderson
VP of Competitive Events

Step 6: State Officer Candidate Individual Interview

Who will be there?

State Officer Candidates, State Staff

Goal:

The goal of Step 6 is to ensure that candidates have the necessary communication skills in a small setting while being able to share personal experiences and goals with the organizations stakeholders.

Why is this important?

State Staff will ensure that candidates meet the necessary qualifications to run for state office.

Process:

In the afternoon of February 25, 2021, State Officer Candidates will be required to sign into a virtual meeting at a designated time to meet with the State Staff. Candidates will be able to express themselves freely without the feeling of competition. Questions will be asked in regards to the requirements of office, ideas the candidates bring to the table, and items found on the application.

Step 7: Letter Drop #1

Who will be there?

State Officer Candidates, State Officer Candidate Advisers, State Staff

Goal:

Inform candidates of the top 16 State Officer Candidates that have been selected to move forward in the election process.

Process:

On February 26, 2021 the State Staff will send a letter via email to the State Officer Candidate and the State Officer Candidate Adviser. The attached letter will indicate whether or not the candidate has moved forward in the process. If they have moved forward, details regarding upcoming meetings will be included. Candidates are encouraged to meet with their advisers when opening their letter to document the momentous occasion.

"Don't let you worries become your limitations. Take the lead and run for State Office."

Isabella Cicci
VP of Service Learning

"Know that you have support as you take a step further into the Arizona FCCLA family."

Mariah Green
VP of Program Development

Step 8: State Officer Candidate Orientation

Who will be there?

State Officer Candidates, State Officer Candidate Advisers, State Executive Council, State Staff

Goal:

The goal of Step 8 is to meet other State Officer Candidates and explain their upcoming responsibilities related to the election process. Candidates will be given the opportunity to celebrate their accomplishment of moving forward in the election process while being able to ask any questions they may have.

Why is this important?

The State Officer Candidate Orientation will allow candidates to begin to build friendships with fellow candidates, while also allowing State Officer Candidate Advisers to stay in the loop on the updates process.

Process:

In the afternoon of February 26, 2021, State Officer Candidates and their advisers will be required to sign into a virtual meeting along with the State Executive Council and State Staff. Candidates and their advisers will participate in full group presentations as well as breakout room conversations.

Step 9: State Officer Candidate Speeches

Who will be there?

State Officer Candidates, State Staff, Voting Delegates, Stakeholders

Goal:

The goal of Step 9 is to allow State Officer Candidates to demonstrate their public speaking skills to the Voting Delegates and organization's stakeholders.

Why is this important?

Serving on the State Executive Council requires speaking in front of audiences ranging from 10 to 4,000; students to policymakers. It is imperative that Voting Delegates are able to elect the State Officer Candidates that they feel will best represent the organization.

Process:

State Officer Candidates will be required to submit a recorded, memorized speech that does not exceed two (2) minutes in length answering the speech topic found below. The final recorded speech must be received by 11:59 PM on February 28, 2021. Candidates are encouraged to prepare their speech prior to being notified if they have moved on in the process – the sooner, the better. Candidates that fail to provide a speech by 11:59 PM on February 28, 2021 will automatically be disqualified from the election – no exceptions. Speeches that exceed two (2) minutes in length will *cut to black* at the two (2) minute mark. Time starts when the candidate first begins speaking.

Speech Topic:

As a member of the State Executive Council, you are responsible for inviting new individuals into our FCCLA family – how have you made an impact on the organization's recruitment efforts and how do you plan on growing our FCCLA family?

Step 10: State Officer Candidate Networking

Who will be there?

State Officer Candidates, Voting Delegates, State Staff, Board of Directors

Goal:

The goal of Step 10 is to allow the Voting Delegates to meet the State Executive Council Candidates for whom they may be voting for. State Officer Candidate networking allows candidates to meet new members and discuss the future of the organization.

Why is this important?

Members of the State Executive Council spend a large amount of their year meeting new individuals and encouraging members to share their experiences. Networking allows Voting Delegates to see how the State Officer Candidates interact in this type of setting.

Process:

State Officer Candidates, Voting Delegates and moderators will be required to sign into a virtual meeting on March 10, 2021. Attendees will be instructed on the process for networking and reminded of appropriate questions that may be asked. Attendees will then be broken into 16 breakout rooms, with each candidate being in their own room along with a set number of Voting Delegates and a moderator. Voting Delegates will be given five (5) minutes to ask questions to the candidates. Candidates will then be rotated through the breakout rooms until they have met with all of the Voting Delegates. Moderators will be responsible for monitoring and facilitating the flow of questions to ensure that questions are appropriate to the task at hand. As a reminder, State Officer Candidates, and / or their supporters may not ask for “votes” at any time during the election process. Refer to the Campaign Policy found in the Arizona FCCLA Policies and Procedures for more information.

Step 11: Letter Drop #2

Who will be there?

State Officer Candidates, State Officer Candidate Adviser, State Staff

Goal:

Inform candidates of the individuals that have been elected to serve on the 2021-2022 State Executive Council.

Process:

On March 19, 2021 the State Staff will send a letter via email to the State Officer Candidate and the State Officer Candidate Adviser. The attached letter will indicate whether or not the candidate has been elected to the State Executive Council. If they have been elected, information will be included for the steps moving forward. Candidates are encouraged to meet with their advisers when opening their letter to document the momentous occasion.

Step 12: State Executive Council Meetings

Who will be there?

2020-2021 State Executive Council, 2021-2022 State Executive Council, State Staff

Goal:

The goal of Step 12 is to provide the newly elected State Executive Council to meet one another and receive introductory trainings to the organization and the year ahead. The new council will also participate in activities with the 2020-2021 State Executive Council to build their support system and understand the positions available.

Process:

The newly elected State Executive Council will be required to travel to the Westin La Paloma Resort & Spa (3800 E Sunrise Dr, Tucson, AZ 85718) on March 31, 2021 – April 2, 2021. Candidates will be given more information in their letter received during Letter Drop #2, if they are elected. Costs associated with the hotel and meals will be covered by Arizona FCCLA.

“Time will never stop, so you must push your boundaries and overcome adversities with no doubt.”

Angel Tarin Nunez
VP of Membership

“The number one characteristic that is necessary for you to reach your goal is confidence.”

Karla Valdez
First Vice President

“It’s okay to be nervous; overcoming those nerves and running for State Office is not something anyone ever regrets.”

Tanda Marsh
VP of Finance

“Remember to stay true to who you are, there is only one you that can best represent the members of Arizona FCCLA.”

Myranda Sutton
Executive Vice President

ARIZONA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

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