

MAINE STATE CHAPTER  
OF  
FUTURE BUSINESS LEADERS  
OF  
AMERICA  
  
RUNNING FOR STATE OFFICE  
  
CANDIDATE GUIDE

RULES AND REGULATIONS  
FOR RUNNING FOR A STATE OFFICE

1. There should be no formal campaigning inside or outside the candidate's local chapter before the state conference. It is against the rules and regulations for a state officer candidate to mail/email information to other state chapters prior to the SLC.
2. Candidates for state office must agree that in case they later enroll in a school where there is not an active FBLA chapter, they will resign the office.
3. If an officer is not filed at the SLC, applications will be accepted from qualified local chapter members during the SLC, and the vacancy filled by appointment of an interviewing committee.

## **DUTIES OF:**

### **STATE OFFICERS**

The president shall (a) preside over all meetings of the chapter, (b) appoint all committees and serve as an ex-officio member of these committees, and (c) promote the growth and development of FBLA.

The vice president shall (a) preside in the absence of the President, (b) serve as the editor of “Maine-ly FBLA”, the state newsletter, and (c) assist the president in other ways as appropriate.

The secretary shall (a) keep an accurate record of the chapter and executive committee meetings, and (b) submit the required reports to the State Chapter and the National Office.

The treasurer shall (a) act as custodian of the funds of the organization, collect state and national dues, and prepare financial reports.

The historian shall maintain a scrapbook of both the state and local chapters’ activities, awards, and publicity.

The reporter shall maintain the state’s website and notify the media regarding state FBLA events.

The parliamentarian shall advise the president or presiding officer on points of parliamentary procedure.

### **STATE ADVISOR(S)**

Chapter advisors automatically assume the role of a state advisor if they have a state officer. This person(s) shall be responsible for advising the state officers and coordinating the activities of these officers. The State Advisor(s) shall be an ex-officio member(s) of the Executive Committee.

## CAMPAIGN TIPS

One of the highlights of the FBLA conference is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is a very efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning? Organization is of great importance, if accurate information outlining the positive characteristics and goals of a candidate is to be developed. Scheduling of specific tasks that must be done is necessary, so that the ideas and plans will be accomplished in a complete manner. By having a set schedule and sticking to it, all of the campaign materials and ideas will be finished before the date of campaigning, and there won't be a rush at the last minute.

Campaigning is a learning experience that won't be forgotten. It can be both exhilarating and stressful but it should also be fun! It is important to be well rested when campaigning, to be your best and be mentally sharp.

If you have enthusiasm! If you have experience! If you have determination! These are all qualities an officer candidate needs.

1. Review the duties and qualifications required and decide which office is best for you.
2. Complete and mail all necessary applications by the deadline.
3. Get the support of your local chapter advisor
4. Develop a time table for carrying out each step of your campaign.
5. Read the rules and regulations for campaigning at the state conference.
6. Choose a dependable person who knows you well to serve as your campaign manager. Select a committee to organize your campaign booth.

7. Have a member of the candidate's local chapter assist at the campaign booth to show their support.
8. Create a campaign theme that will distinguish you from the other candidates. Use your theme throughout the entire campaign to establish a link of identification for the conference delegates. Develop a fact sheet or brochure highlighting the ideas and goals of the candidate.
9. Collect promotional materials and donations from local businesses.
10. Study FBLA's background and current activities of your state officers and state chapters.
11. Practice your campaign speech, integrating the theme, and caucus questions in front of others.
12. The candidate should be visible, properly dressed and prepared to talk to members and delegates and respond to their questions.
13. Have confidence in yourself and GO FOR IT!!

Remember to plan each step of your campaign with care. Then take your plan, work it step by step. Soon you will be walking through each of the steps of your candidacy. In no time at all, you will be running for office.

## **SAMPLE OFFICER QUESTIONS**

The following are sample questions that may be asked of state officer candidates. The questions should be used as examples when your chapter develops questions to be asked.

1. How many years have you been involved in FBLA at your school?
2. Have you attended other State FBLA conferences?
3. Have you attended other National FBLA conferences?
4. Do you belong to any other organizations in your school? In your community?
5. Have you held any offices in other organizations?
6. Have you been involved in FBLA as a committee chairperson?
7. What's the most exciting thing that you have done involving FBLA?
8. Do you enjoy working with people and could you give us an example?
9. Have you had much experience in public speaking?
10. Are you comfortable dealing with adults?
11. How would you characterize your decision-making ability?
12. Do you know much about parliamentary procedures?
13. How would you like to see FBLA improved in the state of Maine?
14. Have you entered any competitions at this or other SLC's?
15. Why do you think you would be a good (position, ex: Treasurer)?
16. Have you worked closely with your chapter on your campaign?
17. Are you active in your school government?
18. Where do you see yourself in ten years?
19. Where do you see Maine State FBLA in ten years?
20. Would you be willing to give up other responsibilities in order to do a better job as an FBLA officer?

**Remember these are just a sample of questions.**

# **FUTURE BUSINESS LEADERS OF AMERICA**

## **MAINE STATE CHAPTER**

### **STATE OFFICER QUALIFICATIONS**

The success of a state chapter depends to a large extent upon the strength of its state officers. An intelligent selection of officers can be made only if the candidate's qualifications are carefully examined. The following qualifications should be considered when suggesting officer candidates to run for office or when electing officers to serve the state.

1. Active membership in local, state, and national FBLA
2. Thorough knowledge of parliamentary procedure and ability to conduct a meeting
3. Ability to express opinions and make decisions.
4. Ability to meet people easily.
5. Availability to attend state and national meetings including a two day summer training program and a school day in December to plan the SLC.
6. Desire to serve the organization
7. Endorsement of his/her local chapter, recommendation by the chapter advisor and support from school's administration.
8. Return State Officer Application form
9. Have at least one full school year remaining in his/her educational program
10. Be present at the State Leadership Conference to be eligible for official nomination

## CAUCUSING GUIDELINES

Definition of Caucus – a closed meeting of the members of a political party to make policy decisions and select candidates for office

Caucus time is an opportunity for members to ask questions of the candidates on topics that may have not been covered in the candidate's campaign speech or which may need to be expanded. Questions should not be focused primarily on the candidate's personal life but should reflect the candidate's qualifications for the office (refer to "State Officer Qualifications" sheet).

Each local chapter has two votes. The two voting delegates represent the local chapter and should vote as their local chapter has instructed them. In order for the membership to make this decision, all members should take advantage of this caucus time. Following the caucus time and before voting, each chapter should meet, discuss, and decide for whom they will vote. Chapters should not depend on the candidate's campaign speech alone to make this decision.

1. Caucus time will be available for local membership to ask questions of the candidate regarding their qualifications for the office.
2. Rooms will be assigned to each chapter.
3. Candidates will be assigned time slots and will rotate to all caucus rooms.
4. After hearing the opinions and viewpoints of the candidates, local chapters will decide for whom their two voting delegates will vote. Votes may be split between candidates.

## Voting Guidelines

Definition of Vote – a formal expression of preference for a candidate for office

1. Each chapter will send two voting delegates from among those members registered for the conference to elect the officers for the coming year.
2. On day two of the SLC, the voting delegates will report to the designated voting area 15 minutes before voting time.
3. During the voting, each school will receive ballots on which they will indicate their choices. All voting delegates must remain in the voting area in case a revote is required. (see item #4)
4. Candidates must be elected by a majority vote. If a majority is not met, the lowest vote-getter is dismissed and a second vote is taken. This process continues until a majority vote is met.
5. Winning candidate will meet with the state advisor(s) 30 minutes prior to the closing banquet to rehearse the installation ceremony.