



CALIFORNIA FCCLA STATE OFFICER APPLICATION STEP-BY-STEP GUIDE 2023



State Officer Team Elections

Step-by-Step Guide

What is the State Officer Team?

The State Officer Team consists of six (6) elected members who serve as the representatives of California FCCLA. In addition to serving as the youth leaders of the organization, the State Officers aid 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.

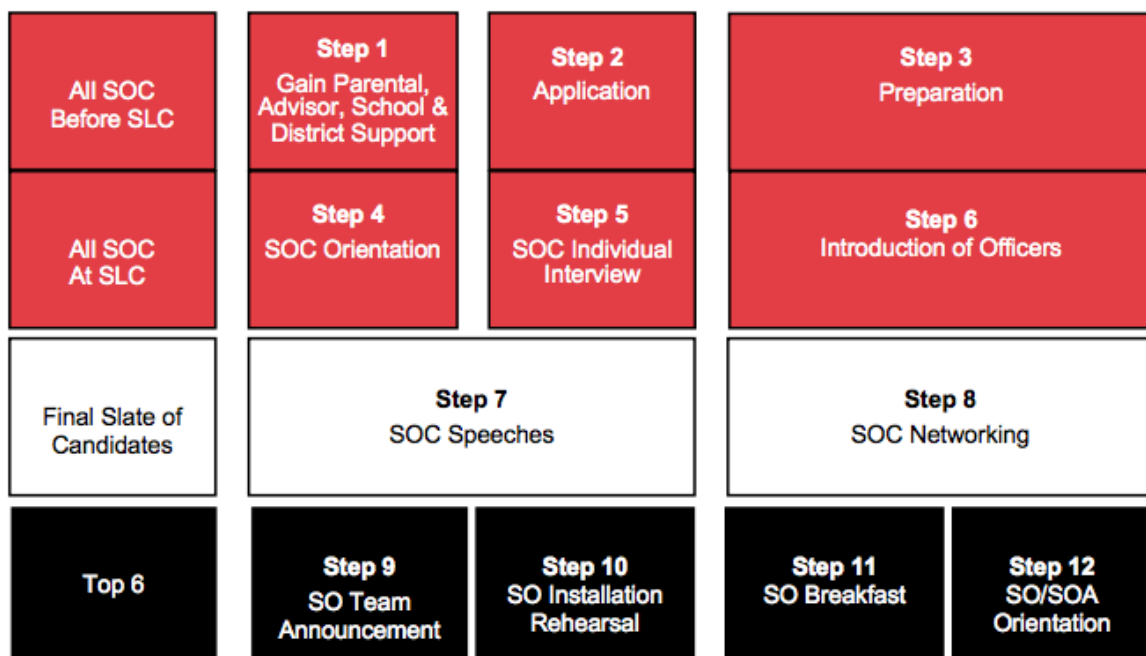
Offices of the State Officer Team

President, Vice President, Secretary, Treasurer, Historian, Reporter

Election Process Terminology

- **Voting Delegate** – members that vote on bylaw amendments and motions at the Business Session on behalf of their chapter.
- **Nominating Committee (NomCom)** – one member from each region, the State Advisor an alumni member, and a member of the Board of Director
- **State Officer Team** – the six (6) members elected as State Officers.
- **State Officer Advisor (SOA)** – the local advisor to a State Officer
- **State Officer Candidate (SOC)** – a California FCCLA member running for state office
- **State Officer Candidate Advisor (SOCA)** – the local advisor to a State Officer Candidate.
- **State Staff** – the individuals who work for California FCCLA to serve the state organization.

Steps of the State Officer Team Election Process



Step 1: Gain Parental, Advisor, 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 Officer Team will affect your everyday life and day-to-day activities. Officers will have to make several trips around California 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, advisor(s), school and district administration about the opportunity to run for a state office position. 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 and Nominating Committee members with an introduction to the candidate through information the candidate provides. Voting Delegates and Nominating Committee members 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 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.

The application link can be found [here](#). It can also be found on the www.ca-fccla.org website under the tab "FORMS AND DOCUMENTS"

Important sections of the application include:

- Personal Information
- Parent/Guardian 1 Information
- Parent/Guardian 2 Information
- Chapter Advisor Information
- Student Education Information
- Qualifications
- Comments About the Candidate (parents, chapter officer, chapter advisor)
- Transcript
- Signature Page

The signature page needed in the application can be found [here](#). Signatures are needed from the state officer candidate, parent/guardian, school principal, region advisor, and chapter advisor.

The completed application is due electronically by **March 1, 2022**. Questions regarding the application or election process should be directed to ashley@ashleyspeaks.com.

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 California FCCLA's history, structure, and opportunities.

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 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 advisors so they know the expectation when it comes to the State Leadership Conference and the election process.

Resources to Review

- [California FCCLA Website](#)
- [National FCCLA Website](#)
- [California FCCLA Bylaws](#)
- [National FCCLA Bylaws](#)
- [FCCLA Handbook](#)
 - FCCLA Purposes
 - FCCLA Mission
 - FCCLA Creed

What SOC Wear at SLC

All State Officer Candidates are expected to wear the official FCCLA uniform. This includes the official red FCCLA blazer, a white dress shirt, black skirt OR black slacks, black dress shoes OR black heels, and an ascot OR tie.

Step 4: State Officer Candidate Orientation

Who will be there?

State Officer Candidates, Nominating Committee Chair

Goal:

The goal of Step 4 is to ensure that candidates are prepared for the election process.

Process:

State Officer Candidates will meet with the Nominating Committee Chair to review the SOC Election schedule and become familiar with meeting locations. There will be an opportunity to have questions answered so candidates feel confident in the election process.

Step 5: State Officer Candidate Individual Interview

Who will be there?

State Officer Candidates, Nominating Committee

Goal:

The goal of Step 5 is for the Nominating Committee to ensure that candidates have the necessary communication skills in a small setting while being able to share personal experiences and goals with the organization's stakeholders.

Process:

State Officer Candidates will meet with the Nominating Committee. Candidates will be able to express themselves freely. 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 6: Introduction of Officers

Who will be there?

State Officer Candidates, State Staff, Voting Delegates, Conference Attendees

Goal:

The goal of Step 6 is to introduce the slate of State Officers Candidates to the State Leadership Conference Attendees.

Process:

State Officer Candidates will be introduced during the Business Meeting. Candidates will meet backstage with the current State Officer Team before the meeting begins. After being introduced, each candidate will answer a situation question. They will be able to sit with their chapter for the remainder of the session.

Step 7: State Officer Candidate Speeches

Who will be there?

State Officer Candidates, State Staff, Voting Delegates, Conference Attendees

Goal:

The goal of Step 7 is to allow State Officer Candidates to demonstrate their public speaking skills to the Voting Delegates and conference attendees.

Process:

State Officer Candidates will be required to present a memorized speech that does not exceed two (2) minutes in length that highlights their qualifications and leadership abilities. Candidates are encouraged to prepare their speech prior to being notified if they have moved on in the process – the sooner, the better. Speeches that exceed two (2) minutes in length will be stopped at the two (2) minute mark. Time starts when the candidate first begins speaking.

Step 8: State Officer Candidate Networking

Who will be there?

State Officer Candidates, State Staff, Voting Delegates, Conference Attendees

Goal:

The goal of Step 8 is to allow the Voting Delegates and Conference Attendees to meet the State Officer 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.

Process:

During the College and Career Fair, State Officer Candidates will have a table to sit at and meet Voting Delegates and Conference Attendees. Candidates will be able to answer questions, meet members, and discuss the future of California FCCLA. As a reminder, State Officer Candidates, and/or their supporters may not ask for “votes” at any time during the election process.

Step 9: State Officer Team Announcement

Who will be there?

State Officer Candidates, State Staff, Voting Delegates, Conference Attendees

Goal:

The goal of Step 9 is to announce the 2023–2024 State Officer Team.

Process:

During the Banquet Session, the current State President will announce the candidates elected to serve on the 2023–2024 State Officer Team.

Step 10: State Officer Installation Rehearsal

Who will be there?

2022–2023 State Officer Team, 2023–2024 State Officer Team, State Staff

Goal:

The goal of Step 10 is to rehearse the Installation Ceremony for the Closing Ceremony.

Process:

After the Banquet Session, the newly elected officers will work with the 2022–2023 State Officer Team and State Staff to rehearse the installation ceremony. Newly elected officers will be informed of their office position during this rehearsal.

Step 11: Incoming and Outgoing State Officer Breakfast

Who will be there?

2022–2023 State Officer Team, 2023–2024 State Officer Team, State Staff

Process:

The incoming and outgoing state officers will gather in the morning for breakfast before the Closing Session. Outgoing officers will have the opportunity to share advice about their individual officer positions to the incoming officers and transfer state officer materials.

Step 12: State Officer and State Officer Advisor Orientation

Who will be there?

2023–2024 State Officer Team, 2023–2024 State Officer Advisors, State Staff

Goal:

The goal of Step 12 is to provide the newly elected State Officer Team and their advisors with information about assignments, travel arrangements, and answer questions about the year to come.

Process:

The newly elected State Officers and their advisors will meet with State Staff on Zoom to discuss immediate assignments, travel plans for the year, and expectations of officers.

CALIFORNIA FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

1430 N Street Suite 4202, Sacramento, CA 95814

Phone: (916) 319-0773

www.ca-fccla.org