

***CALIFORNIA***

***FUTURE BUSINESS  
LEADERS OF AMERICA***

***INLAND SECTION***



***2019-2020***

***OFFICER CANDIDATE GUIDE***

## RUNNING FOR OFFICE - SUGGESTED TIME LINE

- December** Read over *Inland Section Officer Candidate Guide* carefully with your adviser.
- Get approval, endorsement of local chapter adviser and chapter.
- Complete *Section Officer Candidate Application* (**those running for section president must also complete *State Officer Candidate requirements AND submit an application to Dr. Laurie Looker***)
- Obtain school transcript with current courses listed - circle CTE Pathway classes in red (include work-in-progress statement of courses/grades for fall semester.)
- Prepare resume/personal data sheet.
- Establish a campaign platform.
- December 16** **ADVISERS will email **completed** application, forms, transcript, resume, CA FBLA Code of Conduct, and Medical Release Forms.** Please see the State/Section Officer guide for clarification.
- Advisers, send email to: Lee Lara, Inland Section Director [llara@cafbla.org](mailto:llara@cafbla.org)
- Section President Candidates – also refer to state application form guidelines and state officer candidate guide. Email application to State Officer Adviser, Dr. Laurie Looker and copies to Section Director, Lee Lara.
- January 5** All applications will be screened by campaign committee. Students advancing to the next phase will be emailed and invited to interview with Inland Executive Board.
- January 16** Candidate Interviews at Los Osos High School at 4:30 p.m. Candidates and their advisers must be present.
- February 9** Campaign for office at Inland Section Leadership Conference.
- April 26** Installation of new Inland Section Officer Team during Inland Section Meeting at State Leadership Conference in Ontario
- TBD in April** Meeting with outgoing and incoming officers and advisers – Centennial H.S.
- Tentative June 21-23** Section/State Officers' Training at State Leadership Summit. All officers and advisers are required to attend this training. TENTATIVE DATE: June 21-23

## QUALIFICATIONS AND CAMPAIGNING FOR INLAND SECTION OFFICE

### QUALIFICATIONS

1. A candidate for Inland Section FBLA must be a member in good standing in an FBLA chapter at the school in which she/he is enrolled. The candidate must be recommended by the local chapter adviser and endorsed by his/her local chapter and school administration.
2. The five officer positions include President, Vice President of Programs, Vice President of Communications, Secretary, and Historian. They will be elected by majority vote of the local chapter voting delegates at the Inland Section Leadership Conference.
3. To be considered for a section office, a candidate shall:
  - a. Have completed a high school CTE business pathway course with a CTE Instructor. The CTE classes must have a CTE course code and must be in a CTE Business Pathway. Your official transcript must show a grade in your CTE class.
  - b. Have at least one full year remaining in his/her high school program.
  - c. Have an un-weighted cumulative grade point average of at least 3.0 out of 4.0.
  - d. Have demonstrated leadership qualities at their local chapter by serving as a local officer.
  - e. Obtain at least the Future Award of the California Business Achievement Awards program.
4. The same office may not be filled by the same school for more than two years in a row.
5. No more than two officers will be **elected** from any one school.
6. All candidates for Inland Section Office will submit an application for office to the Inland Section Director. The applications for office must have signatures of the local adviser, school official, and parent/guardian which constitute support for the candidate's full participation in all activities required by the office. School officials may be contacted to clarification. Any falsification by the student or adviser on the application is cause for disqualification from campaigning or termination from office.
7. All candidates for Inland Section Office will be screened by the Inland Section Executive Council. The approved candidates will be invited to interview. The candidate's adviser must attend the interview session. Candidates and advisers will be asked several questions concerning such areas as qualifications, goals, and planned activities.
8. Campaign materials are limited to THREE items. It may be used include: brochure, handout, button, ribbon, poster or sign. Please note signs may not exceed 6 ft. x 6 ft. Candidates must abide by the regulations of the host chapter/school. Candidates will not be allowed to borrow ANY items from the host school for their display area. No signs may be hung or materials handed out inside the gym/theater/voting area. Please do not pass out food items that will leave trash all over campus. Remember, every chapter will have two voting delegates who will participate in the officer election. At the most the voting panel may be 40 to 44 members. Keep that in mind when planning your campaign expenses. We had 700 students registered last year.

## ***CAMPAIGNING***

1. Those candidates approved by the Section Executive Council will be eligible to campaign for the office desired. Campaigning for office shall start at the Section Leadership Conference. Students campaigning **before** Saturday, February 9 at 7:00 am will be disqualified. This includes verbal, electronic or social media.
2. All candidates will state their platforms at the Opening Session of the Inland Section Leadership Conference. Speeches will be limited to 2 1/2 minutes or the time designated by the Executive Board at the interview, depending on the number of candidates.
3. Campaign materials may be distributed and/or signs displayed in the campaign area. (three items max)
4. Each candidate is responsible for removing his/her own campaign materials after the election. All materials must be removed from campus before the conclusion of the section conference or their votes will not be counted.
5. Current Section Officers are not allowed to campaign or show support of candidates by wearing campaign buttons, hats, distributing campaign materials, etc.

## ***DUTIES OF ALL INLAND SECTION OFFICERS***

1. All officers and their local chapter advisers must attend all Executive Board meetings, the State Leadership Summit, Officer/Adviser Training Day, Leadership Development Institute-South, the Inland Section Leadership Conference and the State Leadership Conference. Advisers not supporting or attending functions will cause the officer to resign from the position.
2. All officers and advisers should be prepared with ideas for section projects and the promotion of membership and participation, and present those ideas at training.
3. All officers must prepare and present workshop(s) for the Section's Officers/Advisers Training Day and Leadership Development Institute - South. Workshop scripts, handouts, and references must be submitted by the designated deadlines to the Section Director or the officer will not participate at the Training Days and/or Leadership Development Institute.
4. Officers must keep current on correspondence and send copies of correspondence (emails, etc.) to the Section Director promptly with copies also to the Local Chapter Adviser. All official correspondence and reports must be co-signed by the Adviser.
5. All officers must work closely with the Section Director and Section Advisers. Officers must stay in contact with the Section Director by phone, text, email or other form of communication at designated times throughout the year.

6. All officers must prepare Officer Reports for each Executive Board meeting. All officer expenses will be approved and reimbursement forms, along with attached receipts, will be given to the Secretary for proper handling.
7. Annual Officer Reports must be prepared and distributed to the newly-elected officers at the joint meeting in April.
8. If an officer misses one Executive Board meeting or other official meeting event without notice or two with notice, it will be a sign of resignation.
9. Within 90 days after being installed into office all section officers will obtain an FBLA blazer. The blazer must be purchased (or was originally purchased) from the national FBLA organization. Official FBLA attire must be worn at all conferences, Executive Board meetings, and other activities when promoting FBLA. A section officer polo shirt will also be purchased and will be worn as directed by the Section Director.
10. Each section officer should work closely with his/her local chapter. Let members benefit from having a section officer; be a vital part of your chapter's program. A local chapter should be growing and getting stronger when a section officer is a local member.
11. It is a responsibility of section officers to promote FBLA, its activities, and projects. Make sure that Inland Section projects are carried out at the local chapter level.
12. Communicate with FBLA members and chapter advisers throughout the year in a variety of ways, including writing articles for publication in the *Californian*.
13. Know all there is to know about FBLA and have a good working knowledge of parliamentary procedure.
14. Communicate with other Section officers. Give fellow officers full support.
15. Communicate with local chapter officers/advisers to promote FBLA.
16. Work to recruit new members in their own chapter as well as new section members and chapters.
17. Install incoming officers at the State Leadership Conference.
18. Thank your Local Chapter Adviser for their time and commitment to your term in office. He/she puts in a great deal of their time and effort to make this opportunity available to you.
19. The quality of work by an officer is a direct reflection of oneself, one's adviser, chapter, and school. Work hard but have a good time. Remember, the officer team is only as strong as its weakest member.
20. Officers will need the support of their local adviser on all activities or the officer will be asked to resign.

## **DUTIES OF LOCAL CHAPTER ADVISER**

1. The same local chapter adviser of a Section officer must accompany the officer to all Officers' Trainings/Summit and Executive Council Meetings. The main chapter adviser shall be present at these trainings/meetings to offer suggestions and assistance. Having one local chapter adviser for the officer will insure continuity throughout the officer's term of office.
2. Adviser shall accompany the officer to all conferences (Officers/Advisers Training Days, Leadership Development Institute, Section Leadership Conference, and State Leadership Conference).
3. Adviser shall oversee the duties of his/her Section Officer and shall keep in contact with the Section Director.
4. If the local adviser can't support the officer during these activities, the officer will be asked to resign.

## **DUTIES OF THE PRESIDENT**

In addition to the duties of all section officers, the Section President shall:

1. Preside over all meetings and general sessions.
2. Prepare and compile scripts for all section conferences and section meetings at state level conferences.
3. Prepare and send agendas to officers and advisers at least ten days before all meetings. Also have them available at the meetings.
4. Keep in touch with chapters! Inform them of national winners, section, state, and national projects, and upcoming events.
5. Compose official section correspondence such as thank-you letters, congratulation letters, invitations, recruitments letters, etc. The president may also be required to write welcome letters for the Section Leadership Conference program.

## **DUTIES OF THE VICE PRESIDENT OF PROGRAMS**

In addition to the duties of all section officers, the Section Vice President of Programs shall:

1. Oversee progress of section projects.
2. Prepare recognition certificates for section projects.
3. Assist the Section President to develop a program of growth and service to his/her section.
4. Be prepared to preside over meetings in the absence of the Inland Section President at all times.
5. Be prepared to take over the Inland Section President's duties.

## **DUTIES OF THE VICE PRESIDENT OF COMMUNICATIONS**

In addition to the duties of all section officers, the Section VP of Communications Officer shall:

1. Write articles and provide pictures for publication in *The Inland Insider*, the Section News portion of the electronic state newsletter, *The Californian*. All topics of articles will be discussed and approved.
2. Gather news from the section chapters for *The Californian* several times throughout the year.
3. Inform the section about FBLA section projects and other pertinent information and deadlines. Keep *Section News* up to date on the [www.cafbla.org](http://www.cafbla.org) website by submitting photos of section events and descriptive paragraphs about section activities. Work closely with the Section Director and California FBLA Communications Manager.
4. Assist the President when necessary to develop a program of growth and service to his/her section.
5. Be prepared to preside over meetings in the absence of the Inland Section President at all times.
6. Be prepared to take over the Inland Section President's duties.

## **DUTIES OF THE SECRETARY**

In addition to the duties of all section officers, the Section Secretary shall:

1. Take minutes at all Section Executive Council and regular meetings.
2. Type minutes and send them to all section officers and advisers within ten days after the meeting.
3. Read minutes at meetings and make corrections if necessary.

## **DUTIES OF THE HISTORIAN**

In addition to the duties of all section officers, the Section Historian shall:

1. Know history of FBLA and present history to chapters upon request.
2. Compile photographs along with other section memorabilia
3. Develop and maintain a section multimedia presentation and present it at the Inland Meeting at SLC.
4. Create posters and other publicity items for Inland Section events and activities.
5. Prepare personal invitations for community members and special guests for formal section events.
6. Be prepared to answer questions about parliamentary procedures and to refer to the FBLA parliamentary authority, *Robert's Rules of Order, Newly Revised*.