

# District Officer Election Paperwork



Adopted February, 2023  
Policy updates are highlighted in yellow

District	District President	Adviser	School
1	Brylee Stordahl, Vice President of Community Outreach brylee.vpcommoutreac@mtfccla.org	Stacy Aaberg stacy.aaberg@conradschools.org	Conrad
2	Alexus Phelps, Vice President of Membership alexus.vpmembership@mtfccla.org	Melanie Young melyoung@bsd44.org	Belgrade
3/9	Lauren Plagenz, President lauren.president@mtfccla.org	Megan Vincent <a href="mailto:megan.vincent@lewistown.k12.mt.us">megan.vincent@lewistown.k12.mt.us</a>	Fergus
4	Annika Sorenson, Vice President of Finance annika.vpfinance@mtfccla.org	Kim Knoche <a href="mailto:kknoche@forsyth.k12.mt.us">kknoche@forsyth.k12.mt.us</a>	Forsyth
5	Emma Harrison, Vice President of Competitive Events emma.vpcompevents@mtfccla.org	Adele Stenson <a href="mailto:astenson@wibauxschool.net">astenson@wibauxschool.net</a>	Wibaux
6/7	Madeline Schrecengost, Vice President of Programs maddie.vpprograms@mtfccla.org	Kacie Perkins <a href="mailto:kperkins@pchs.dk.k12.mt.us">kperkins@pchs.dk.k12.mt.us</a>	Powell County
8	Zoey Ator, Vice President of Parliamentary Law zoey.vpparlilaw@mtfccla.org	Megan Murphy mhoffman@medicinelake.k12.mt.us	Medicine Lake
10	Jill Baumgardner, First Vice President jill.firstvp@mtfccla.org	Sandy Wohlstad sandy.woldstad@harlowton.k12.mt.us	Harlowton
11	Jacob Harvey, Vice President of Public Relations jacob.vppublicrel@mtfccla.org	Kim Konen kkonen@bchsm.com	Beaverhead

## Statewide District Election Process

### I – Eligibility

Section 1: Affiliated Member	All members running for district office must be affiliated <u>before</u> running for district office.
Section 2: Candidates for President:	<ul style="list-style-type: none"> <li>▪ Years of membership: Must have one year of membership as an affiliated FCCLA member</li> <li>▪ Grade Level: Must be of grade ten standing or above</li> <li>▪ GPA: Must have a minimum cumulative 2.5 GPA.</li> </ul>
Section 3: Exceptions to Eligibility	In special circumstances, the candidate may request an exception to an eligibility requirement from the State Director in advance of the election.

### II - Application & Applicable Consent Forms

Section1: Where available:	Montana FCCLA website
Section 2: Who completes:	<u>All</u> individuals interested in a district office
Section3: When to submit:	<p>Two (2) weeks prior to district meeting date</p> <p>Candidates will be considered for office if application forms and signature forms are complete and submitted electronically on the Montana FCCLA website two weeks prior to the district meeting date.</p> <ul style="list-style-type: none"> <li>• If a candidate misses the deadline but still wishes to seek office, they: <ul style="list-style-type: none"> <li>○ must contact the district president to make appropriate arrangements.</li> <li>○ may seek election for an office that does not have a candidate meeting the deadline of two weeks prior to the district meeting.</li> </ul> </li> </ul>
Section 4: Where to submit:	Online – to the Montana FCCLA website
Section 5: During the district meeting:	District President shall be responsible for displaying copies of the completed applications at the registration desk or in the chapter packets for all attendees to review.

### III - Knowledge Test

Section 1: Procedures and timing:	<p>The type of test and when it is offered will be determined by members and advisers of each district at the District Planning Meeting. The District President will communicate to the State Director by September 15 the following information:</p> <ul style="list-style-type: none"> <li>• Location, date, time and registration information for the District Meeting</li> <li>• Type of testing for candidates (online or paper)</li> </ul> <p><b>This information about each district’s meeting will be posted on the Montana FCCLA website by September 22</b></p> <p>For districts choosing paper testing options:</p> <ul style="list-style-type: none"> <li>• The adviser to the District President will receive an email with the test and answer key from the State Director 24 hours prior to the start of the District Meeting</li> <li>• The adviser to the District President will make copies of the test for each candidate</li> <li>• An adviser in the district without officer candidates will proctor and score the test the day of the meeting</li> </ul>
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	<ul style="list-style-type: none"> <li>• Cell phones and use of any technology or study materials will not be allowed during the test.</li> </ul> <p><b>For districts choosing online testing options:</b></p> <ul style="list-style-type: none"> <li>• For all districts, the testing window will be the first full week of October and the first full week of November</li> <li>• Each school with officer candidates will secure a school administrator to serve as the test proctor. The email for the test proctor will be required on the officer candidate form. This person will be emailed the online test link by the State Director at the start of the week.</li> <li>• The test proctor ensures that the candidate is receiving no assistance during the test and that cell phones, other technology, or study materials are not used.</li> <li>• At 3PM on Friday of the testing window, the online test will close and the State Director will email each District President’s adviser notifying of the test scores for each candidate.</li> </ul> <p><b>If the district is using an online test option and the candidate missed the testing window:</b></p> <ul style="list-style-type: none"> <li>• The candidate will take the test online, on site, the day of the elections away from the assembly.</li> <li>• The candidate’s school is responsible for providing any necessary technology for the test</li> <li>• The test will be proctored by an adviser who does not have a candidate for officer.</li> </ul> <p><b>An email requesting the online test to be re-opened must be sent to the State Director prior to the start of the test. Upon completion, the State Director will email results to the District President’s adviser.</b></p>
Section 2: Who takes the test:	All district officer candidates
Section 3: Types of questions:	<p><b>Test Study Support</b></p> <ul style="list-style-type: none"> <li>• Test study materials will be constructed response and prepared by the State Executive Council Advisers.</li> <li>• These materials will be posted on the Montana FCCLA website and available to all members by September 1.</li> </ul> <p><b>Test Composition:</b></p> <ul style="list-style-type: none"> <li>• From the study support materials, a bank of 75 multiple-choice, matching, and true/false questions will be generated.</li> <li>• Although there will be different versions of the test, all test questions will come from the question bank</li> <li>• Each version of the test will have 25 questions. multiple choice questions with only facts and recent events of FCCLA; no opinion questions</li> </ul>
Section 4: Minimum score:	<p>70% or higher to be eligible to proceed to the oral test.</p> <ul style="list-style-type: none"> <li>▪ The District President’s Chapter Adviser or another district chapter adviser will grade the tests under the supervision of the District President’s Chapter adviser.</li> <li>▪ Online tests will be scored by the State Director. Results will be emailed to the District’s State Officer Adviser prior to the start of the District Meeting.</li> <li>▪ Test results shall be reviewed by the voting delegates.</li> </ul>

## IV - Oral Interview

Section 1: When conducted:	Each candidate who has successfully completed the written test shall participate in an oral interview before the entire district meeting delegation.
Section 2: Question format:	<p>The interview will consist of questions prepared by the State Executive Council.</p> <p>All candidates will answer:</p> <ul style="list-style-type: none"> <li>▪ Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.</li> <li>▪ One Situation Question: This question should reflect how the candidate deals with real life occurrences.</li> <li>▪ One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.</li> </ul> <p>Office specific questions/processes:</p> <ul style="list-style-type: none"> <li>▪ President: Give a three to five-minute speech (no props can be used), which portrays the leadership qualities they possess in order to best sell themselves as President of their district.</li> <li>▪ Secretary/treasurer, National Program Coordinator, Historian, 2<sup>nd</sup> Vice President and District Specific Offices: Must answer a situation question related to FCCLA and/or the office being sought.</li> <li>▪ Recreation leader: Must lead the group in one activity or song which they have prepared in advance of the meeting.</li> <li>▪ Parliamentarian: Must answer two fact questions relating to parliamentary law.</li> </ul>
Section 3: Process to conduct the oral interview:	<p>Candidates: All candidates shall be separated from the general assembly during the oral interview. Candidates will be individually called before the general assembly for their oral interviews.</p> <p>Facilitator: Each current district officer shall conduct the oral exam for the candidates for their office.</p> <ul style="list-style-type: none"> <li>▪ Step 1: Fact question: Announce the fact question and the answer to the entire delegation.</li> <li>▪ Step 2: Introduction: Before each candidate, provide a summary of data from the candidate's application form.</li> <li>▪ Step 3: Ask questions: Ask the questions for all candidates first and then the office specific questions.</li> </ul>

## V - Election

Section 1: Voting delegates:	Each chapter has two voting delegates.
Section 2: 1 <sup>st</sup> Vice President	The candidate for president with the second most votes will be deemed the District 1 <sup>st</sup> Vice President.
Section 3: Tie-breaking	In the event of a tie, the candidate receiving the highest score on the written test will be deemed the winner of the election.

## VI – Campaigning

Section 1: Poster:	Each candidate will be allowed one poster which shall not exceed three feet by two feet (36" x 24") in size.
Section 2: Identification:	Each candidate must be identified as an officer candidate (e.g. name tag, ribbon). The current district president shall be responsible for determining that each candidate is identified by the designated system.

## FCCLA District Officer Application

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*Due date:* Two weeks before the District Meeting

*What to submit:* Applications will not be accepted unless they are complete (this includes all signatures).

A completed application includes:

- Online Application (see pages below questions); and
  - Application Signature Sheet (all offices **other than** District president) (page 6)
  - Or; FCCLA District President/State Officer Agreement (District President candidates only) (pages 7 & 8)

***Candidate Questions (to be answered directly on the online form on the Montana FCCLA website):***

Name \_\_\_\_\_

Office(s) you desire (select all that apply)

- President
- Secretary
- Treasurer
- Parliamentarian
- Recreation/Song Leader
- Historian
- Other \_\_\_\_\_

1. Describe your past experience and/or involvement with Family, Career and Community Leaders of America.
2. What Family and Consumer Sciences Education classes have you taken or are currently taking? Include course title, grade level and length of course (quarter, semester, yearlong, etc.).
3. Why are you interested in the office?
4. What offices and/or leadership positions have you held in FCCLA and other groups?
5. Describe your participation in other activities (school, community, etc.).
6. I am currently an affiliated member of Montana FCCLA with dues fully paid for the 2023-34 year.
  - Yes
  - No

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## FCCLA MEMBER CODE OF CONDUCT

**(to be kept on file by the chapter adviser)**

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1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate. Students will wear their identification badge at all times.
3. Students shall attend, be on time and act in a professional manner at all general sessions, workshops and related activities in conjunction with the event for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone/adviser and state director immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the adviser/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noise at any hour shall be avoided in respect to other guests. Hotel regulations must be observed; this includes pool conduct, hours, etc.
6. Students will keep their adviser/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local adviser/adult chaperone, and the student is in the company of an adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.
8. Students are not allowed in the sleeping rooms of the opposite gender, except when an adviser/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the adviser/school representative. The adviser/school representative will call the school administrator for direction. For violation of any of the above, parents will be contacted and students will be sent home at their own expense.
11. The adviser/school representative will submit this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Please note: Students, their work and activities will be photographed and videoed during this conference. These photographs and videos may be published on our website and in our publications and may be distributed to each participating school.

If you have reasons for your student not to be photographed, please send a written request stating those reasons to [director@mtfccla.org](mailto:director@mtfccla.org)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Telephone Number of Parent/Guardian

\_\_\_\_\_  
Adviser/School Representative

\_\_\_\_\_  
School Name and District Number

\_\_\_\_\_  
School Administrator

\_\_\_\_\_  
Administrator Phone Number

# Application Signature Sheet

*Required for all offices other than District President. Submit signed form online with the application.*

Candidate Name \_\_\_\_\_

Adviser Name \_\_\_\_\_ Chapter/School \_\_\_\_\_

**Directions:**

- Officer Candidates, Parent or Guardian, Adviser and School Administrator must initial each item indicating they have read, understand and agree to abide by and support the Montana FCCLA regulations and requirements.
- Black boxes do not require initials.
- This form must be submitted with the application with all necessary signatures and initials to be eligible to run for district office.

Item	Description	Officer Candidate	Parent or Guardian	Adviser
Code of Conduct	Candidate's behavior at all times should reflect a positive, professional image of you, your school and Montana FCCLA. Any action detrimental to FCCLA's image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.  See the entire Code of Conduct including signature agreement information on page 6.			
Personal Liability Release	All persons under legal age must have their parents/guardians agree to and initial and sign the statement below in order to attend any official meetings of Montana or National FCCLA.  The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.			

**Signatures:**

I have read, understand and agree to abide by and support the above regulations and requirements.

	Signature	Printed Name	Date	Phone Number
Officer Candidate				
Parent or Guardian				
Adviser				
School Administrator				

# FCCLA District President/State Officer Agreement

*Required for District President Candidates. Submit signed form online with the application.*

Candidate Name \_\_\_\_\_

Adviser Name \_\_\_\_\_ Chapter/School \_\_\_\_\_

If serving as District President, I will assume the additional duties of State Officer outlined in the Constitution and Bylaws of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

By signing this agreement, I will:

1. Abide by the Montana FCCLA Code of Conduct at all times.
2. Conscientiously serve the Association and assist and encourage FCCLA members and chapters to take an active part in the organization, school and community.
3. Set an example for members of the State Association as a good student, courteous person and a responsible citizen.
4. Strive to improve my leadership ability and give as much time as required to carry out my duties as a state officer during the term.
5. Represent the State Association credibly at meetings, banquets and other gatherings when asked to do so, speaking clearly, concisely and enthusiastically, using proper grammar at all times.
6. Thoroughly familiarize myself with the constitution and policies of the organization, parliamentary procedure, and Family and Consumer Sciences in Montana.
7. Strive to maintain a good working relationship between FCCLA and the public.
8. Purchase \$50-\$100 of required items for official FCCLA dress (blazer and polo provided by Montana FCCLA).
9. Meet with my local chapter adviser a minimum of twice a month to maintain communication regarding district and state-level matters.
10. Actively communicate with team and State Leadership Team at all times in a professional manner. This includes meeting all deadlines and having the proper equipment (computer with reliable internet) throughout the year to complete work electronically and participate in online meetings.
11. Participate in monthly team conference calls.
12. Attend, prepare for, and actively participate in all required Montana FCCLA State Executive Council meetings. Failure to attend a meeting will result in dismissal from office.

	CONFERENCE CALLS	2024 STATE LEADERSHIP CONFERENCE	ANNUAL PLANNING CONFERENCE CALLS	2024 NLC	2024 SUMMER MEETING	2024 FALL LEADERSHIP KICK OFF	2024 WINTER MEETING	2025 STATE LEADERSHIP CONFERENCE
DATES	Monthly	March 14 & 15	May & June (bi-weekly calls)	June 29- July 3	Late July/Early August	October & November	Late January	Mid March (officers arrive early)
LOCATION	Zoom (link provided)	Bozeman	Zoom (link provided)	Seattle, WA	Emigrant, MT	Throughout Montana	Bozeman or Helena	Bozeman
ADVISER ATTENDANCE	Yes  Advisers may call in separately but are encouraged to participate.	Yes	Yes  Advisers may call in separately but are encouraged to participate.	Yes*	Yes	Yes	Yes	Some  ~3 advisers arrive Tuesday to help with preparations; rest arrive with chapter on Thursday. Transportation must be provided by adult.
TRAVEL EXPENSES PAID BY MT FCCLA**	N/A	None; students travel with their chapter.	N/A	Support provided by Chapter*	Meals, mileage, hotel	N/A	Meals, mileage, hotel	Meals, mileage, hotel, registration fee

\*\*\*All dates, locations, & other details are subject to change. MT FCCLA will be diligent in notifying officers & advisers of updates in a timely manner.

**\*National Leadership Conference** (travel arrangements made by adviser/school)

- Student travel – Student/chapter responsible for expenses which could amount to as much as \$1,700 for the National Leadership Conference. Candidate and/or chapter should be fully committed to paying the total sum when candidate runs for office.
- Chaperone - All state officers must be chaperoned either by their adviser, a parent or another adult. If a school asks an adviser from a neighboring school to chaperone, the school is expected to pay the hotel of the chaperone as compensation for chaperoning the state officer.



**\*\*Meeting Travel Reimbursement Policy**

- Meals: Receipts required. Reimbursement is \$8.25 for breakfast, \$9.25 for lunch and \$16.00 for dinner.
- Mileage: Carpooling is required for reimbursement when able. The person who drives is reimbursed for mileage in accordance to the Montana FCCLA Policy Manual.
  - Advisers or parents must always drive. State officers are not allowed to drive due to the liability involved for schools and families.
  - Advisers are responsible for getting students to the FCCLA carpool location and/or providing transportation to the meeting.
- Hotels/Motels: The State FCCLA Office arranges and pays for lodging (3-4 to a room) for officers and advisers when they attend official meetings.

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants for District President/State Officer should consider each of the following statements carefully before signing the application, as this is a **CONDITIONAL PRIVILEGE**. The privilege is conditional depending upon officer suitability to participate as determined by the State Board of Directors.

**Officer Candidate Signature:** (initial each section to indicate agreement and then sign below)

Initial	Section
	<b>Responsibilities:</b> I understand that any action detrimental to the FCCLA image will not be tolerated and may result in disciplinary action by the FCCLA State Board of Directors up to and including dismissal from the organization. If I plan to take an early graduation option, I will forfeit my duties as a State Office. By signing this agreement, I am committing myself to the responsibilities outlined in this contract.
	<b>Code of Conduct:</b> I have read and signed the Code of Conduct; it is on file with my Chapter Adviser. Page 6.
	<b>Official Dress:</b> We agree to return loaned items to FCCLA as well as purchase necessary items for official dress. Page 10.

Signature	Printed Name	Date	Phone Number

**Parent/Guardian, Adviser & Administrators:** (initial each section to indicate agreement and then sign below)

Parent/ Guardian Initial	Adviser Initial	Administrator Initial	Section
			<b>Officer Support:</b> We have reviewed the application for FCCLA District President/State Officer. By signing this agreement, if elected, the officer will have our full support and cooperation in carrying out the responsibilities of the office to the best of his/her ability.
			<b>GPA:</b> Candidate has met the minimum 2.5 GPA requirement.
			<b>Code of Conduct:</b> The Code of Conduct has been signed by all parties and is on file with the Chapter Adviser. Page 5.
			<b>Official Dress:</b> We agree to return loaned items to FCCLA as well as purchase necessary items for official dress. Page 9.
			<p><b>Liability Release:</b> All persons under legal age must have their parents/guardians agree to and initial and sign the statement below in order to attend official meetings of National and Montana FCCLA.</p> <p>The undersigned, being parents or guardians of _____, a member of the student organization known as Family, Career and Community Leaders of America, hereby agree to release the State of Montana, Family, Career and Community Leaders of America, its representatives, agents, servants, and employees from liability for any injury resulting from any cause whatsoever occurring at any time while said minor is attending a convention or meeting of FCCLA, including travel to and from such meetings.</p>

	Signature	Printed Name	Date	Phone Number
Parent or Guardian				
Adviser				
School Administrator				

# Official Dress

## District Presidents/State Officers

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### What is provided:

To reduce costs for state officers, several components of the official uniform are made available by the State FCCLA Office on loan.

Items provided on loan:

- Blazer (\$75 value)
- Neckwear: Ascot or tie (\$20 value)
- Briefcase (\$30 value)
- FCCLA Polo (\$30 value)

Within two weeks of the end of an officer's term they are expected to return the items. Items must be returned in good condition and be clean. If an item is not returned, or is in poor condition, the FCCLA Chapter will be responsible for replacing the item.

Items should be returned to: MT FCCLA State Director, Box 11409, Bozeman, MT 59719

### What the student/chapter must purchase:

Recommendations are made by the State Office to have consistency in style and keep costs low.

Males	Females
Black slacks	Black slacks
Black dress shoes & black socks	Closed toe black pumps & black closed toe flats with nude nylons
White oxford dress shirt	White oxford dress shirt and/or white shell
	Black sheath dress
	Black skirt (no more than 2" above the knee)