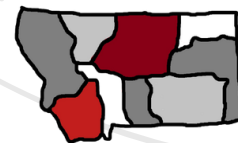


MONTANA FCCLA



District Officer Election Policy & Procedures, 2026

Updated July, 2026

I-Eligibility

Affiliation Status:

All members running for district office must be affiliated before running for district office.

Members are not eligible to run for any officer position they have previously held.

Candidates for President:

- Candidates must have completed one year of membership as an affiliated FCCLA member
- Candidates must be of grade ten standing or above
- A minimum cumulative 2.5 GPA is required
- The President candidate receiving the most votes will become the President; the Vice-President will be the candidate with the second highest number of votes.

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. These requests are to be emailed to the State Director by October 1.

II-Application & Applicable Consent Forms

Where Available:

Officer candidate application forms can be found on the Montana FCCLA website.

Who Completes:

All individuals interested in being a candidate for district office.

When to Submit:

One week prior to district meeting date

Candidates will be considered for office if application forms and signature forms are complete and submitted electronically on the Montana FCCLA website one week prior to the district meeting date.

The State Director will communicate any vacant officer positions with all chapter advisers affiliated in the year prior.

If a candidate misses the deadline but still wishes to seek office, they:

- Must contact the State Director to make appropriate arrangements.
- May seek election for a vacant office (one which does not have a candidate meeting the deadline of one week prior to the district meeting).
 - Must declare candidacy by the start of the District Meeting in order to complete the testing requirement prior to the election.
 - The District President adviser will immediately contact the State Director to communicate the need for a on-site knowledge test.
- Candidate must be affiliated prior to the district meeting.
- If elected, candidate agrees to complete officer application form within one week of the elections.

II–Application & Applicable Consent Forms (continued)

Where to Submit:

Online--to the Montana FCCLA website

During the District Meeting:

The District President shall be responsible for:

- Ensuring there is a computer or tablet available for any candidates not meeting the one week deadline mentioned above.
- Displaying copies of the completed applications at the registration desk or in the chapter packets for all attendees to review.

III–Knowledge Test

Procedures and Timing:

For all officer candidates:

- The testing window will be the full week prior to the district meeting.
- Each school with officer candidates will secure a school administrator or certified staff member who is not the FCCLA adviser to serve as the test proctor. The email for the test proctor will be required on the officer candidate application. This person will be emailed the online test link by the State Director at the start of the week.
- 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.
- At 3PM on the day prior to the district meeting, the online test will close and the State Director will email each District President's adviser notifying of the test scores for each candidate.

This information about each district's meeting will be posted on the Montana FCCLA website by Sept. 22.

Who Takes the Test:

All district officer candidates

Types of Questions:

Test Study Support:

- Test study materials will be constructed response and prepared by the State Executive Council Advisers.
- These materials will be posted on the Montana FCCLA website and available to all members by Sept. 1.

Test Composition:

- From the study support materials, a bank of 50 multiple-choice and matching questions will be generated.
- Although there will be different versions of the test, all test questions will come from the question bank.
- Each version of the test will have 25 questions: multiple choice and matching questions with only facts and recent events of FCCLA; no opinion questions.

Minimum Score:

A score of 70% or higher to be eligible to proceed to the oral test.

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 Elections.

For candidates completing the online knowledge test the day of elections, an adviser who has no officer candidates will serve as the proctor. The District President adviser will contact the State Director to obtain test results. Test results shall be reviewed by the voting delegates.

IV–Oral Interview

When Conducted:

Each candidate who has successfully completed the knowledge test shall participate in an oral interview before the entire district meeting delegation.

Question Format:

The interview will consist of questions prepared by the State Executive Council and their advisers and provided by the State Association. All candidates will answer:

- Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.
- One Situation Question: This question should reflect how the candidate deals with real life occurrences, FCCLA, and/or the specific office being sought.
- One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.

Office specific questions/processes:

- 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.
- Member Engagement Coordinator: Must lead the group in one activity or song which they have prepared in advance of the meeting limited to three minutes or less.

All districts will follow the processes outlined in the next section for the interviews.

V–Elections

Voting Delegates:

Each chapter has two voting delegates. Voting delegates may not be a candidate.

Vice President:

The candidate for president with the second most votes will be deemed the District Vice-President.

Processes:

1. In advance of the election, the District President will:
 - Secure ribbons/nametags for all candidates from the State Director
 - Prepare copies of the Officer Application for voting delegates, removing personal contact information.
 - Prepare ballots with the names of all candidates; a ballot template is provided by the State Association.
 - Contact all candidates with information regarding the election
 - Secure exam results for each candidate and announce each candidate's results objectively with the voting delegates when introducing the candidate.
2. The District President shall conduct the elections. In the event that the District President is also an officer candidate, the Vice-President shall conduct the elections. In the event that the Vice-President is a candidate, another District Officer who is not a candidate will conduct the elections. To begin the elections, the District President (or other District Officer if necessary) will read this script to the attendees:

Each year, all Montana FCCLA Districts conduct officer elections to determine leadership positions. The first qualification is that candidates are affiliated at the time of the election, and the second is that an online application is completed and submitted. Step three involves scoring 70% or higher on an FCCLA knowledge test. Once candidates have successfully completed the test, they move on to the oral interviews. In the event of a tie, the score on the knowledge test will be used as the tie-breaker.

V-Elections

(continued)

The interview will consist of questions prepared by the State Executive Council. All candidates will answer:

- 1. Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.*
- 2. One Situation Question: This question should reflect how the candidate deals with real life occurrences, FCCLA, and/or the specific office being sought.*
- 3. One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.*

Candidates for President will also 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.

Candidates for Member Engagement Coordinator must lead the group in one activity or song which they have prepared in advance of the meeting, with a limit of three minutes or less.

All candidates were encouraged to bring one poster, not to exceed three feet by two feet (36" x 24"), and a method for displaying the poster. This is the only campaigning allowed.

If there are any grievances regarding the election process today, they must be reported to the adviser to the current District President, who is _____, at this time. Does anyone have any questions or concerns before we proceed with today's elections?

(In the event of any grievances, the adviser to the District President will meet with the person identifying concerns, then immediately contact the State Director to review the situation. During this time, the election proceedings will pause and the State Officer/District President will conduct icebreaker activities with the delegates until the concern is addressed and the elections may continue)

3. The District President will then ask the candidates to leave the room. Once all candidates have left the election room, the District President will share the fact question and answer, the situation question and the comparison question with the attendees.

4. The first District President candidate will then be introduced to the attendees, enter, share the speech, and answer the questions, then leave the room. Out of respect for all candidates and in the spirit of equity for all involved, the current District President will provide no opinions or reactions or comments to any of the candidate responses. Once all candidates for District President have completed their speech and answered questions, they will return as a group and be re-introduced to the attendees. Candidates will then leave the room and voting delegates will cast their votes.

5. The votes will be counted in a separate room by one current District Officer and an adviser from the district without a candidate for that office. They will write the name of the candidate who is elected as President and the candidate who is elected as Vice-President and deliver this document to the District President.

V-Elections

(continued)

The candidates will return to the room and results will be announced by the District President. Candidates who were unsuccessful in the presidential election are encouraged to consider running for remaining offices for the district.

6. Candidates for District Officer positions will be elected next, in this order, following the same procedures as outlined for District President, omitting the speech component. All districts are not required to offer all officer positions listed below; each district will identify leadership offices available in their District Constitutions or operating procedures.

1. Secretary/Treasurer
2. Public Relations Coordinator
3. Parliamentarian
4. Member Engagement Coordinator

Immediately following the election of the officer positions, candidates who were qualified but unsuccessful may be appointed to vacant officer positions by the current District Officer Team.

Installation of newly elected officers will follow the completion of the election processes.

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

Poster:

Each candidate will be allowed ONLY one poster which shall not exceed three feet by two feet (36" x 24") in size. The candidate is responsible for bringing any materials needed to display the poster (painter's tape, easel, etc.).

Identification:

Each candidate must be identified as an officer candidate with the name tag sticker provided by the State Association). The current district president shall be responsible for determining that each candidate is identified by the sticker.

Grievances:

Any concerns with the election process and/or campaigning must be reported to the District President adviser prior to the close of the District Officer elections, as previously stated. The District President adviser will then immediately contact the State Director to review the concerns.

District Presidents and Advisers

Each district elects officers, including a president, at their District Meeting in the fall. This officer and his or her chapter adviser, works with the rest of the District Officers and their chapter advisers to coordinate all meetings for the next full year. For questions about your meeting or elections at your District Meeting, contact the officer or adviser listed for your district.

District 1

Jessica Toeckes
Vice-President of Parliamentary Law
fcclajessica@mtfccla.org
Adviser: Lauren Vick
lvick@power.k12.mt.us

District 2

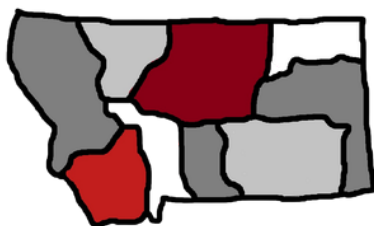
Gracie Bassett
Vice-President of Membership
fcclagracieb@mtfccla.org
Adviser: Amanda Swenson
amswenson@mhstigers.org

District 3/9

Averee Matthews
VP of Community Outreach
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Adviser: Katie Smith
ksmith@maltaschools.org

District 4

Harper Ipocini
First Vice President
fcclaharper@mtfccla.org
Adviser: Jesse Pauley
jpauley@forsyth.k12.mt.us



District 5

Bailee Wirtzfeld
Vice-President of Programs
fcclabailee@mtfccla.org
Adviser: Laure Wirtzfeld
lwirtzfeld@wibauxschool.net

District 6/7

Daisy Anderson
Vice-President of Finance
fccladaisy@mtfccla.org
Adviser: Stephanie Anderson
sanderson@polson.k12.mt.us

District 8:

Griffin Wiens
Vice-President of Public Relations
fcclagriffin@mtfccla.org
Adviser: Joni Brensdal
joni.brensdal@plentywood.k12.mt.us

District 10

Hannah Murnion
State President
fcclahannah@mtfccla.org
Adviser: Sandy Woldstad
sandy.woldstad@harlowton.k12.mt.us

District 11

Wyatt Williams
Vice President of Competitive Events
fcclawyatt@mtfccla.org
Adviser: Jamie Diehl
jdiehl@ennisschools.org

Elections Quick Reference and Timeline

One week prior to the District Meeting: Candidates submit required forms on the Montana FCCLA website; all candidates are fully affiliated in the national membership portal.

During the week before the District Meeting: All candidates complete the online knowledge exam with a local proctor supervising.

Six days prior to the District Meeting: The State Director will communicate any vacant officer positions with all chapter advisers affiliated in the year prior.

The State Director will communicate exam results with the adviser of each candidate as well as with the District President and his/her adviser.

Upon arrival at the District Meeting:

Affiliated members who have not yet completed the application for office may declare candidacy for any vacant offices (with no candidates previously declared) following this procedure:

- The District President or his/her adviser will email the State Director to confirm affiliation of the member.
- Affiliated members seeking candidacy will complete the online exam prior to the elections
- The State Director will score the exams and email results to both the student's adviser and the District President and his/her adviser prior to the start of the elections.
- Should the candidate score the required 70% or higher, he/she will participate in the elections as outlined below
- Should the candidate be elected to the office, he/she is required to submit the officer application documents within one week of the District Meeting. Failure to do so will result in forfeiture of the officer position.

The District President will:

- Distribute candidate nametags for all candidates
- Provide copies of the Officer Application for voting delegates, removing personal contact information
- Provide ballots with the names of all candidates to each voting delegate.
- Introduce the candidates for President, announcing exam results for each candidate objectively and using the script located earlier in this document. (In the event that the District President is also an officer candidate, the Vice-President shall conduct the elections. In the event that the Vice-President is a candidate, another District Officer who is not a candidate will conduct the elections)
- After introducing the first candidate for President, the candidate will be asked:
 - Two Fact Questions: These questions will allow the candidate to demonstrate knowledge concerning FCCLA.
 - One Situation Question: This question should reflect how the candidate deals with real life occurrences, FCCLA, and/or the specific office being sought.
 - One Comparison Question: This question will allow the candidate to demonstrate creativity and ability to think quickly.

- The candidate will then present a 3-5 minute speech which portrays the leadership qualities they possess in order to best sell themselves as President of their district.
- The candidate will leave the room and the next candidate will complete the same process
- Once all candidates have been presented, the voting delegates will vote for the President; the candidate receiving the second highest number of votes will receive the office of Vice President.
- The candidates will return to the room and results will be announced by the District President
- The process will be repeated for the offices listed below in the order listed, except candidates for the offices listed below will not deliver a speech; additional processes specific to the offices are also listed below:
 - Secretary/Treasurer
 - Public Relations Coordinator
 - Parliamentarian
 - Member Engagement Coordinator (These candidates will conduct a game or other member engagement activity with the group prior to the election)

Immediately following the election of the officer positions, candidates who were qualified but unsuccessful may be appointed to vacant officer positions by the **current** District Officer Team.

Installation of newly elected officers will follow the completion of the election processes.

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.

Grievances:

Any concerns with the election process and/or campaigning must be reported to the District President adviser prior to the close of the District Officer elections, as previously stated. The District President adviser will then immediately contact the State Director to review the concerns.

