



OHIO
STATE ASSOCIATION

**EXECUTIVE
COUNCIL
CANDIDATE**

GUIDELINES

2022/2023

Running for the Regional and/or State Executive Council

Congratulations on pursuing the opportunity of running for a Regional or State Executive Council position!

Being an Executive Council Candidate (ECC) is a fantastic opportunity to learn, make new friends, and strengthen your communication and leadership skills. Remember, whether you are elected or not, you have accomplished a great deal, be proud of yourself.

Being an Executive Council member involves significant time commitment and responsibility to the organization. Ohio Family, Career and Community Leaders of America must be your top priority for the entire duration of your term! There will be times when other activities and interests may conflict with an Ohio Family, Careers and Community Leaders of America training or event, and you must miss that special game or event. This is the responsibility you accept as an elected student leader.

While reading these guidelines we refer to the Executive Council Candidate, this information pertains to both the Regional Executive Council and the State Executive Council. If a section is specific to one Executive Council, it is specified.

Executive Council Candidate Qualifications

1. Currently an affiliated member in an active chapter.
2. Currently enrolled or has completed one semester (including middle school) in a career technical course in Family and Consumer Sciences, Education and Training, Hospitality and Tourism, Human Services or Visual Arts and Design.
3. Completed either the Chapter Degree or Power of One with Five Unit Recognition Application by March 1.
4. Candidate has a 3.0 cumulative grade point average on a 4.0 unweighted scale.
5. Is a current seventh grader (REC only), eighth grader (REC only), freshman, sophomore or junior.

Characteristics of an Executive Council Candidate

1. Well-rounded, engaging, well-spoken, professional, and knowledgeable.
2. Project a desirable image of Ohio Family, Career and Community Leaders of America always.
3. Conduct themselves in a manner that commands respect without any display of superiority.
4. Maintain dignity while being personable, concerned and interested in contacts with others.
5. Motivate, inspire, and encourage members to participate in family and consumer sciences education and FCCLA programming.
6. Through preparation and practice, develop themselves into an effective public speaker and presenter.
7. Work cooperatively with other Executive Council Members of the Ohio Family, Career and Community Leaders of America Association as well as other members of CTSO organizations; always maintaining a cooperative attitude.
8. Treat all Ohio Family, Career and Community Leaders of America members equally.
9. Willing to take and follow instructions as directed by those responsible for the Executive Council members, state and local Ohio Family, Career and Community Leaders of

America programs.

10. Avoid places or activities that in any way would raise questions as to one's moral character or conduct beyond reproach.
11. Use language in formal and informal conversations that is respectful of the identity and personhood of themselves, their executive council teammates, and the members and advisers they serve.
12. Willing to commit the entire year to Executive Council member activities and consider Executive Council member activities to be a primary responsibility.
13. Dedicated and committed to the total program of Family and Consumer Sciences education and Ohio Family, Career and Community Leaders of America.
14. Knowledgeable of current events in the areas of family and consumer sciences, Career-Technical Education, and Ohio Family, Career and Community Leaders of America.
15. Willing and able to independently travel while serving the Ohio Family, Career and Community Leaders of America Association.

Out of School Requirements

State Executive Council Members are to attend all calendar scheduled meetings. These meetings will consist of about 20 days of school missed. There is a possibility that additional special events will be added to a member's calendar throughout the calendar year.

Regional Executive Council members are to attend all calendar scheduled meetings. There are about 10 days of school during their term that they would be expected to miss.

Council members will have overnight stays and be expected to travel. It is a local decision how that council member is transported to required trainings and events.

State Executive Council Composition

The State Executive Council (SEC) consists of up to ten (10) elected members who serve as the representatives of Ohio Family, Career and Community Leaders of America. In addition to serving as the youth leaders of this organization, the State Executive Council aids in the development and implementation of programming, public relations, and membership recruitment.

The offices may include but not limited to President, First Vice-President, Secretary, Vice-President of Chapter Engagement, Vice-President of Member Outreach, and Vice-President of Service Learning based on programming and any other offices deemed necessary by state staff. Duties will be assigned by state staff.

Regional Executive Council Composition

The Regional Executive Council (REC) consist of two elected members per region up to eight total Regional Executive Council members. If a region does not have candidates, that region will not have representation that year. In addition to serving as youth leaders of the organization, the Regional Executive Council aids in the implementation of programming, public relations, and Regional Career Development Event Awards Recognition.

Term Limits

A State Executive Council (SEC) member may serve up to two one-year terms if elected. The President cannot serve more than one term as President. A Regional Executive Council member may serve up to four, one-year terms if elected.

Application Process:

Complete Application of Intent found on the [Ohio FCCLA website](#). If your schedule allows, plan on attending the Executive Council Candidate Training held prior to the application due date. This is not a mandatory training. Once the state office receives your registration of intent a google folder will be created with your name and your adviser's name. The folder will be sent to the adviser due to schools blocking student emails.

The folder will contain the following documents for you to complete and submit by the end of business on the established due date. Folders must contain all the following documents to proceed to the next step.

1. *Executive Council Candidate Application*
 - a. *FCCLA Participation*
 - b. *School Organizations and Community Activities*
2. *Executive Council Candidate Parent/Guardian Signature*
3. *Executive Council Candidate Adviser/CTPD Supervisor Support Signature*
4. *Executive Council Candidate Administrator Support Signature*
5. *Executive Council Candidate Guidance Counselor Signature*
6. *Executive Council Candidate Code of Conduct and Code of Ethics Agreement*
7. *Executive Council Candidate Ohio FCCLA Program and Event Release of Liability and Consent Form*
8. *Executive Council Candidate Photography and Website Consent Release Agreement*
9. *Executive Council Candidate Social Media Code of Conduct*
10. *Proof of Degree Earned (Chapter Degree – Power of One – State Degree, applied)*
11. *Executive Council Candidate in Official Dress Head shot jpeg.*

Within 48 hours of the application deadline, the adviser and Executive Council Candidate will be notified of the interview date, time, and location.

Code of Conduct/Code of Ethics

The two decision-making bodies of Ohio Family, Careers and Community Leaders of America (Ohio FCCLA) are: for policy – the Ohio FCCLA Board of Directors (State Executive Council Members serve on Committees of the Board and the Board of Directors in ex-officio capacity); and for management – state staff. Conduct of FCCLA Board of Directors, Regional/State Executive Council, and the state staff shall be above reproach and to maintain the respect and trust of each other and all members.

Photography and Website Consent Release Agreement

Executive Council members grant Ohio Family, Careers and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to Ohio Family, Careers and

Community Leaders of America all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Ohio Family, Careers and Community Leaders of America in conjunction with presentations, programs and publications.

Social Media Code of Conduct

Executive Council members will follow all guidelines of Ohio Family, Careers and Community Leaders of America, regarding social media use. This includes, but is not limited to Facebook, Twitter, Snapchat, TikTok and Instagram.

Preparing to be an Executive Council Candidate

1. Read as much about Ohio FCCLA and National FCCLA as possible, including this entire handbook. Other important resources to review include, www.ohiofccla.org and www.fcclainc.org.
2. Contact a current or past Executive Council member for ideas, helpful hints, and words of wisdom to help you become more relaxed and prepared for the responsibilities ahead.
3. Before you submit your application, sit down with your school administrators, chapter adviser, and parents to discuss the commitments and activities of state officers. It is important to have their support from the beginning.
4. You are encouraged to serve in your chapter as a resource, liaison, and link between the local and state levels.
5. Ask your adviser or family to help you practice thinking quickly, answering questions, and expressing your thoughts and ideas effectively.
6. Check your wardrobe and grooming. A neat, professional appearance is important.
7. Practice, practice, practice, and ask questions.
8. All Executive Council Candidates should acquire comprehensive knowledge of Ohio FCCLA, its history, structure, and opportunities. To become comfortable with the information, Executive Council Candidates should work with their adviser to review the following resources:
 1. [Ohio FCCLA website](#)
 2. Ohio FCCLA Code of Regulations
 3. Ohio FCCLA Executive Council Candidate Guidelines
 4. [Ohio Department of Education Office of Career Technical Education](#)
 5. [National FCCLA website](#)
 6. National FCCLA Bylaws

Interview Process

The day of the interview, the Executive Council Candidate should arrive to the location in the FCCLA Official Dress and will proceed through a four-part interview process. The four interview areas are:

1. Written Knowledge Test
2. General Interview
3. Impromptu Scenario
4. Professional Contact Assessment

Official FCCLA Dress Code

The FCCLA official dress is worn for State FCCLA activities per the dress code as outlined. Students may select the attire that best fits the gender with which they identify. This is a personal choice if the FCCLA guidelines are followed. **MANDATORY ATTIRE FOR GENERAL SESSIONS / EXHIBITS / WORKSHOPS/ CAREER DEVELOPMENT EVENTS RECOGNITION/COMPETITION**

1. FCCLA red blazer
2. Professional white or black shirt
3. Neckwear options can include the neckwear from the official emblematic supplier, black or red tie, black or red bow tie, single strand of pearls, red, black, and/or white scarf, or no neckwear
4. Black bottoms (slacks, skirt, sheath dress)
5. Shoes (black preferred)
6. Jeans, t-shirts, athletic wear are NOT acceptable

General Interview - 100 points

The General Interview consists of a 10-minute interview with a panel of evaluators.

The candidate will be allowed a few introductory remarks. The rest of the interview time will be spent with the committee asking questions surrounding the candidate's experience. Interviews will have access to the Executive Council Candidate application to help generate questions.

During this process the Executive Council Candidate will recite the Prepared Speech. The topic will be given upon registration.

Executive Council Candidate experiences include:

1. Personal and FCCLA experiences
2. FCCLA Leadership Activities as well as school activities
3. Ohio FCCLA Structure and Policy
4. Ohio FCCLA Endowment
5. Ohio Career-Technical Education

Impromptu Scenario - 100 points

The Impromptu Scenario consists of eight minutes.

1. Upon entering the interview room, the Executive Council Candidate will be given a situation to read.
2. The Executive Council Candidate will have 3 minutes to prepare a 2-minute speech addressing the situation provided. This situation would reflect types of experiences a candidate may experience during their term.
3. Executive Council Candidate will have 2 minutes to deliver the speech to a panel of evaluators.
4. Executive Council Candidate will have 3 minutes to answer evaluator questions.

This situation would reflect types of experiences a candidate may experience during their term. Many Executive Council Candidates will prepare for the interview process by envisioning and even role-playing various scenarios they may encounter as an Ohio Family, Career and Community Leaders of America, Executive Council Member. This technique allows the Executive Council Candidates to practice the knowledge and skills they have gained during the preparation process.

Possible situation scenarios may be:

1. How can chapter officers develop more enthusiasm and interest among fellow chapter members?
2. Where and how should beginning members start their participation in Ohio Family, Career and Community Leaders of America?
3. How can a member develop self-confidence?
4. How can membership be increased in a chapter?

Professional Contact Assessment - 100 points

The Professional Contact Assessment is a 3-minute interview between the Executive Council Candidate and a special guest.

The Professional Contact Assessment occurs in front of a panel of evaluators.

1. The Executive Council Candidate will have 5 minutes to review the special guest biography and think of questions the Executive Council Candidate will want to ask.
2. Once the Executive Council Candidate enters the interview room, the Executive Council Candidate should begin conducting the 3-minute interview.

Written FCCLA Knowledge Test – 25 questions, 1 point each

The Executive Council Candidate will have 25 minutes to complete the Written FCCLA knowledge Test. The test consists of 25 true/false and multiple-choice questions.

Topics that will be addressed are:

1. Ohio Family, Career and Community Leaders of America structure and operations
2. Ohio Family, Career and Community Leaders of America policies
3. Ohio Family, Career and Community Leaders of America programming
4. Ohio Family, Career and Community Leaders of America history
5. Ohio Family, Career and Community Leaders of America personal achievement awards
6. Ohio Family, Career and Community Leaders of America chapter achievement awards
7. Ohio Family, Career and Community Leaders of America State Projects and State Outreach Projects
8. Ohio Career Technical Education with a focus on Family and Consumer Sciences
9. Family, Career and Community Leaders of America mission, purposes, creed
10. Family, Career and Community Leaders of America National Programs
11. FCCLA Planning Process
12. FCCLA Parliamentary Procedure

State Leadership Conference Election Process

Opening Session: Slating Announcement

The slate of candidates will be announced during State Leadership Conference Opening Session. All Executive Council Candidates will proceed to stage. At the end of the Opening Session the slated Executive Council Candidates will receive a ribbon backstage identifying them as an official Executive Council Candidate.

Networking Session

During the afternoon Leadership Development Sessions there will be an opportunity for all slated Executive Council Candidates to network and meet with members.

In keeping with National FCCLA policy, Executive Council Candidates and/or their supporters may openly share that the candidate is running for an Executive council position and may address the candidate's qualifications both verbally and in writing (e.g., social media). Executive Council Candidates and/or their supporters must never make disparaging statements about another candidate.

Distribution of Paraphernalia

Executive Council Candidates and/or their supporters must not purchase, create, or distribute any physical paraphernalia supporting the candidate, including but not limited to business cards, brochures, stickers, etc.

Use of Electronic Devices

Executive Council Candidates are prohibited from using electronic devices during the election process at State Leadership Conference. Voting delegates are prohibited from using electronic devices during the election process.

The purpose of this policy is to prohibit communication or the sharing of resources between officer candidates, spectators, and/or voting delegates, which may give the candidate an unfair advantage during the election process.

Business Session: Election

Prior to the State Leadership Conference Business Session all slated Executive Council Candidates will meet backstage. During the Business Session each Executive Council Candidate will be introduced on stage. During that time each Executive Council Candidate will:

1. Introduce Themselves
2. Prepared speech topic 1-2 minutes:

After each Executive Council Candidate has given their speech the voting delegates will be asked to vote for the top six candidates. The slated position will be based on the vote count and the interview score.

Regional Executive Council Candidates will be voted on by region. Should an Executive Council Candidate run for both the Regional and State Council the position slated would be based on the vote count, interview score and the region. Should a region have no Executive Council Candidates that region would not be filled.

Closing Session: Announcement of New Council

The new Executive Councils will be announced during the closing session of the State Leadership Conference and the new State Executive Council will be installed by the retiring State Executive Council.

Ohio National Officer Candidate Procedure

Ohio has determined that the state will support one national officer candidate. The process to be considered to represent the Ohio Association as a national officer candidate is as follows:

1. Must complete the National Officer Intent to Run Form and the National Officer Candidate Application (do not submit to Nationals – print and email to Ohio Family, Career and Community Leaders of America State Office.
2. The deadline for submitting the National Officer Candidate Application will be the same as the Executive Council Candidate application.
3. Each National Officer Candidate will participate in the Ohio Executive Council Candidate interview process and have an additional interview that day.
4. Each National Officer Candidate will be expected to deliver a speech following the national topic and guidelines as part of the interview process.
5. The National Officer Candidate, who meets the established criteria will be named to represent Ohio.
6. If the Ohio National Officer Candidate is elected to the State Executive Council, and then becomes elected to the National Executive Council they will forfeit their state position.
7. A National Officer Candidate will not be slated as President, First Vice-President, or Secretary.