



## Massachusetts BPA Election Procedures

### To the State Association:

The following packet contains important information concerning State Officer candidacy.

Included are:

- (1) One handbook to be used for Massachusetts Secondary State Association;
- (2) One State Officer Nomination form;
- (3) One Grade and Attendance Verification form;
- (4) One Code of Ethics

Please duplicate the appropriate information for those members interested in campaigning for state office.

If you have any questions or concerns, please don't hesitate to call or email. Just as a reminder, the candidate information must be submitted to Kristin McManus by February 11. You will receive a confirmation email once all materials have been received.

Sincerely,

Kristin McManus  
Assistant State Director  
[k.mcmanus85@yahoo.com](mailto:k.mcmanus85@yahoo.com)  
Contact #: (774) 249-0419

# STATE OFFICER CANDIDATE HANDBOOK

## **Purpose**

This handbook seeks to provide important information to and answer questions of prospective Massachusetts State Officer Candidates concerning eligibility, campaign, and election procedures which govern the State Officer Election at the State Leadership Conference (SLC). Copies are provided to advisors and posted on [www.mabpa.com](http://www.mabpa.com)

## **Contents**

Information in this handbook was taken from the following sections of the *Business Professionals of America Policies and Procedures Manual*:

The following Candidate Forms are included in the Appendix:

- Code of Ethics
- State Officer Nomination Form
- Grade and Attendance Verification Form
- Checklist

## **State Association Information**

Number of Candidates Per Division

A local chapter may have a maximum of three (3) state officer candidates per year. Only two (2) candidates from the same local chapter may be voted into office. The Massachusetts Advisory Board reserves the right to allow three (3) students from one chapter to serve during the same term if the need arises.

## **State Association Screening Procedures**

The State Association is free to develop the screening procedures to be used to arrive at the maximum number of candidates allowed.

Local Association Responsibilities:

### **The Local Advisor shall:**

- duplicate and distribute this Handbook to students who have expressed interest in the state officer election process.
- review forms and materials of all applicants for state officer candidacy and screen as necessary to meet the maximum number of candidates allowed per chapter
- write, sign, and email a Grade and Attendance Verification for each **approved** state officer candidate to the State Office Coordinator by the designated deadline.

# State Officer Team

## Definition and Role ...

State officers are known collectively as the "State Officer Team". They are the student spokespersons for the entire membership. They represent the state organization at various conferences and meetings throughout the state and nation during their term of office and may make recommendations to the State Advisory Board as well as to the members of their local chapters. They are in charge of all meetings at the Fall and State Leadership Conferences.

## Structure ...

The State Officer Team is composed of **six (6) officers** who are elected annually at the State Leadership Conference.

**Offices for the secondary MABPA division are divided as follows:**

**President**  
**Vice President**  
**Secretary**  
**Treasurer**  
**(2) Officers at Large**

- a. Candidates for General offices DO NOT DECLARE A SPECIFIC OFFICE; they *DO* rank their preference of offices in the candidate meeting at SLC. During the candidate interview the committee will make suggestions to the State Officer Coordinator which position he/she is best suited for.
- b. Candidates will campaign for the opportunity to be of service to Business Professionals of America.

## Duties ...

See By-Laws, Article II, Secondary Constitution

## Responsibilities ...

State Officers must comply with policies and procedures as established by the State Advisory Board. Specifically, **State officers shall:**

- **Attend** all meetings as scheduled below or which may be scheduled hereafter.

State Officer Meetings	
▪ National Leadership Conference	April/May
▪ Summer Leadership Training	July/August
▪ State Advisory Board Meeting	September
▪ FLC Planning Meeting	October
▪ Fall Leadership Conference	October/November
▪ State Advisory Board Meeting	January/February
▪ SLC Planning Meeting	February
▪ State Leadership Conference	March

- **Provide** guidance, leadership, and inspiration to all members.
- **Represent** the views of the membership, not those of the individual officer.
- **Maintain** correspondence with typed, proper style communications.
- **Wear** the Organization's official blazer or designated shirt when representing Business Professionals of America.
- **Fulfill** their responsibilities but shall not let them interfere with continuing their education.
- **Refrain** from endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate at SLC.
- **Participate** in competitive events at the SLC, if qualified; and such participation shall preempt SLC duties.
- **Forward** all requests for services to the State Officer Coordinator for scheduling.
- **Notify** the State Officer Coordinator immediately of circumstances which prevent carrying out an assignment.
- **Be reimbursed** for expenses incurred while performing **approved** services for the Association.
- **Be available** to represent the organization as requested and approved by the State Advisor and State Officer Coordinator.
- **Abide** by the Code of Ethics as established by the National Board of Trustees and State Advisory Board.

## Removal from Office

### Cause

**A state officer may be declared on “probation” and/or removed from office in the following situations:**

• ***Declaration of “probation” status and possible removal from office for:***

1. failure to attend the SLC installation ceremony for other than an emergency or medical reason.
2. failure to attend required State Officer meetings without notice unless in extenuating circumstance.
3. failure to satisfactorily carry out assigned responsibilities.
4. failure to submit required reports when due.
5. failure to communicate with the State Officer Coordinator, State Advisor, State Officer Team and/or the Advisory Board.
6. failure to successfully receive a passing grade for academic and/or shop term/semester.

• ***Immediate and automatic removal from office for ...***

1. failure to adhere to the Code of Ethics.
2. failure to adhere to Policy and Procedures.

### Process

**1. Submission and communication of probation status or removal from office**

**A recommendation for probation status or removal of a state officer may be communicated verbally but must be confirmed in writing and may be initiated by any one or all of the following:**

Member of the State Advisory Board (local advisor)  
Member of the State Officer Team  
State Advisor  
State Officer Coordinator

**If the officer is recommended for removal for failure to adhere to the Code of Ethics**, termination will be determined by the Officer Ethics Committee. The Officer Ethics Committee shall be composed of the State Advisor, the State Officer Coordinator, two members of the State Advisory Board, and the highest ranking non-affected officer of the State Officer Team.

Business Professionals of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship, and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the MABPA State Officer Code of Ethics, as well as respective local school behavior policies

## 2. Notification of recommendation

**After receipt of the recommendation, the State Association will direct the state officer coordinator, president or next ranking active officer to:**

- a. communicate verbally with the officer immediately to inform him or her of the recommendation;
- b. confirm verbal notification in writing and send to the officer by mail or email;
- c. request from the officer a "letter of intent" to continue as an officer; and
- d. forward a copy of all communication with the inactive officer to the members of the Massachusetts Business Professionals of America State Advisory Board, State Officer Coordinator, the State Advisor, and the local chapter advisor.

***In the case of probation, the letter sent to the officer shall note areas which need improvement. The "letter of intent" must be emailed to the State Officer Coordinator within two (2) working days. Improvement in performance must be shown within two (2) weeks.***

## 3. Action on recommendation

- a. If the officer does not send the "letter of intent", the State Association shall declare the office vacant.
- b. If the "letter of intent" is received but the officer's performance does not improve within two (2) weeks after the written notice, the State Association shall have the authority to declare the office vacant.
- c. An officer will receive only one written notice. If subsequent performance is not up to specified standards, the President, or next ranking officer of the officers division, in consultation with the State Officer Coordinator, will declare the office vacant and the officer will receive written notice from the State Association of removal.

## 4. Notification of action taken

**The State Association shall send written notification of action taken to the following:**

- a. the officer
- b. the State Advisory Board members
- c. the Local Advisor of the officer
- e. the State Advisor

## 5. Replacement of vacancy ...

**The office of the dismissed state officer shall remain vacant unless extenuating circumstances warrant the need for the State Advisor to take appropriate actions.**

# Candidate Information

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## ***Application Qualifications ...***

**The student candidate for State Office must meet the specific qualifications below.**

- **Approval of Local Chapter**

The candidate must have signed approval of the local chapter advisor (*Advisor signature is required on Grade and Attendance Verification Form*)

- **Membership**

The candidate must be a current, dues-paid, active member in good standing.

- **Enrollment**

The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by the chapter.

- **Grade Point Average**

The candidate must have a 2.5 grade average based on a 4.0 scale. The grade average shall include all subjects taken the previous year and including the first semester or quarter of the current school year.

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## ***Application Procedures ...***

- Candidates from Affiliated chapters:
  - The candidate will complete all forms and materials specified in **Application Materials** section and email to the State Officer Coordinator.
  - The Local Advisor must approve all materials, sign the expense report of all materials used for campaigning a copy of the campaign speech, and sign the Grade and Attendance Verification Sheet.
  - The candidate will email a digital photograph of him/herself to the State Officer Coordinator for use at SLC.
  - The candidate will keep a copy of all materials and bring same to the SLC.
  - The candidate should study the State Merit Scholar Test Study sheet as posted on the website. He/she will take this test at SLC and the grades will be made known to the State Officer Election Committee.

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## ***Application Materials***

A. Candidate's Responsibility ...

- The Candidate will complete the appropriate application procedures as listed above.
- **Forms Provided to Candidate (See Appendix)**
  1. State Officer Code of Ethics (*must be signed by candidate*)
  2. State Officer Nomination Form
  3. Grade and Attendance Verification Sheet
- **Materials to be Supplied by Candidate**
  1. State Officer Nomination form
  2. State Officer Code of Ethics (*must be signed by candidate*)
  3. Grade and Attendance Verification Sheet (*must be signed by candidate and advisor*)
  4. Typed Statement of Intent (200 words or less)
  5. A digital photo of the candidate
  6. An expenditure report of all materials used during campaigning, including the fair market value of any and all donated materials. The amount spent on materials must not exceed \$50. Expenditure report is to be signed by both the candidate and local advisor.

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## ***Application Review***

- A. Each candidate's application forms and materials will be carefully reviewed for accuracy and completeness.

**Following submission of the appropriate forms, the candidate will:**

- Again, thoroughly review all information contained within this Handbook.
- Prepare campaign materials, including speech.
- Prepare and type a list of expenditures for campaign materials.
- Attend all campaign/election sessions and activities at the SLC.
- Study for State Merit Scholar Test.

# Campaign/Election Procedures

## *Campaign Regulations*

- **Responsibility**

The Candidate, his or her campaign manager, members, advisor, and state advisors must observe all campaign regulations. Failure to do so may result in disqualification of the candidate.

- **Campaign Manager (not a mandatory requirement)...**

The campaign manager must be a current, dues paid, active member in good standing, of the same division as the candidate. The campaign manager will head the entire campaign for the candidate and should attend the campaign briefing meeting with the candidate.

- **Complaints**

Formal complaints may be filed by any member. Formal complaints concerning campaign procedures will be handled by SLC Rules Committee which is composed of two (2) members of the State Advisory Board, two (2) current state officers; the State Advisor, and the State Officer Coordinator. **The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.**

- **Maximum Expenditures**

Each candidate may spend a maximum of \$50 for all campaign materials. Campaign materials include any item used in the campaign such as handout materials (flyers, buttons, pencils, pens, candy, etc.), posters, or visuals used during the State Leadership Conference (SLC). Any candidate going over the maximum expenditure will be forced to forfeit **all** materials.

The Candidate must submit an itemized statement of all campaign expenditures including the fair market value of all donated materials to the presiding state officer at the Campaign Briefing Meeting. **Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.**

- **Campaign Speech**

A printed copy signed by the candidate and the chapter advisor must be provided at the Campaign Briefing Meeting during SLC.

- **Length: Each candidate is allowed two (2) minutes.** Candidates will be given two time warnings; the first when one (1) minute remains; the second when 30 seconds remains. Candidates who exceed the two (2) minute time limit will be stopped.
- **Content : Speeches are to be informative and/or persuasive.**

**Candidates for General Offices may not** refer to any office by name; speech should be based on the Candidate's qualifications, leadership abilities, and willingness to be of service to the Association.

**The officer candidate** will give an individual statement of qualifications and platform with **no directed response from the audience**. The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed. The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.

- **Campaigning**

*Prior to the SLC*

**No campaigning may be conducted between local chapters prior to the SLC. The Candidate's own chapter is the only exception!**

*At the SLC*

**No campaigning may be conducted prior to the First General Session with the exception of campaigning within your chapter.** Distribution of materials or display of posters or flyers is allowed during the **First General Session and the special event on Saturday ONLY!** Materials may not be handed out before this time (this does include the candidate's own chapter). All materials must be contained within the General Session and special event room. **Campaign materials may not be distributed, displayed, or posted at any time in any conference property.**

## ***Election Regulations***

### **1. GENERAL ELECTION PROCEDURES**

- **The General Election ballots will be cast at the designated area during the SLC. Each Business Professionals of America member may vote as a voting delegate, but each vote shall be counted only once.**

**A voting delegate is any student of Business Professionals of America attending the SLC. This delegate must be a current, dues paid, active member in good standing.**

#### **GENERAL OFFICE BALLOT**

- Will contain the names of the Candidates.
- The State Officer Election Committee will make a suggestion as to which office the candidate is best suited for. The election ballot does not contain any office positions. The candidate will run for general office.

**Campaign/Election Regulations and Procedures will be reviewed at the Campaign Briefing Meeting. All Candidates and Campaign Managers must attend!**

# Campaign/Election Sessions

## 1. CAMPAIGN BRIEFING MEETING

- **Who must attend: Candidates and Campaign Managers**

**Penalty for Absence:**

A candidate will be disqualified if he or she fails to attend unless there is an emergency situation or competitive event conflict. The discretion of the State Advisor and the State Officer Coordinator will then apply.

- **What will happen:**

- Important information will be announced, election procedures discussed, and questions answered at this meeting only.
- Election materials will be distributed at this meeting only and expense reports from the candidates will be collected and verified.

## 2. COMMITTEE INTERVIEW

- **Who must attend: Candidate**

**Penalty for Absence:**

A candidate will be disqualified if he or she fails to attend unless there is an emergency situation. The discretion of the State Advisor and the State Officer Coordinator will then apply.

- **What will happen:**

- You will be interviewed by a committee consisting of but not limited to: one current advisor, one current or former state officer, and one conference staff member.
- The committee will make a recommendation to the State Officer Coordinator as to what office the candidate might be best suited for based on the interview.

## 3. GENERAL SESSION

- **Who must attend: Candidates and Campaign Managers**

**Penalty for Absence:**

A candidate will be disqualified if he or she fails to attend.

- **What will happen:**

Candidates will give prepared speeches. No questions may be asked by Voting Delegates.

Speeches by candidates for General offices will be presented. The order of presentation will be determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.

### 3. GENERAL ELECTION

- **Who must attend: Candidates, Campaign Managers, and all Voting Delegates**
- **What will happen:**

Current members of the State Officer Team will distribute General Election ballots at the conclusion of the competitive events on Sunday at Assabet Valley. Ballots will be marked by each voting delegate and will be returned to the ballot box located at the voting table. The State Office Coordinator or designated adult must be present during balloting.

**The new State Officer Team will be notified of the election results after the All Conference Event on Sunday night.**

### 4. INSTALLATION OF OFFICERS

- **Who must attend: Candidates**

The New Officer Team will be required to meet before their installation at a time designated by the State Officer Coordinator. This time is meant for practicing for the installation of the New Officer Team as well as answering any questions regarding the upcoming term of service.

**Penalty for Absence:**

**A candidate who is elected but fails to be present for installation for other than an emergency or medical reason may be disqualified.**



# ***APPENDIX***





**STATE OFFICER NOMINATION FORM**

LAST NAME:	FIRST NAME:
CHAPTER:	CELL OR HOME PHONE:
ADVISOR:	GRADUATING CLASS:
HOME ADDRESS:	
EMAIL ADDRESS:	

**LEADERSHIP EXPERIENCE/EXTRACURRICULAR ACTIVITIES**

Organization/Club/Activity	From	To	Office Held/Contribution

PLEASE ATTACH A TYPED STATEMENT OF INTENT THAT INCLUDES WHY YOU WOULD LIKE TO BE A STATE OFFICER AND WHAT YOUR GOALS ARE IF ELECTED. IT MUST BE 200 WORDS OR LESS.

**GRADE AND ATTENDANCE VERIFICATION FORM**

THIS FORM IS TO BE COMPLETED BY BOTH CHAPTER ADVISOR AND STATE OFFICER CANDIDATE.

**STUDENT PORTION**

STATE OFFICER CANDIDATE NAME: \_\_\_\_\_

CHAPTER NAME: \_\_\_\_\_

CURRENT GPA: \_\_\_\_\_

ATTENDANCE FOR CURRENT SCHOOL YEAR (HOW MANY ABSENCES, TARDIES, ETC.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If elected, I will make every effort to attend the 2012 National Leadership Conference and the 2013 State Leadership Conference. I will attend all meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability and abide by the policies of Business Professionals of America.

STATE OFFICER CANDIDATE SIGNATURE

DATE

**ADVISOR PORTION**

ANY COMMENTS OR CONCERNS ON GRADES OR ATTENDANCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above candidate is a member in good standing of our chapter of Massachusetts Business Professionals of America. To the best of my knowledge all information submitted on, with, or attached to this nomination form is factual and exists as presented.

ADVISOR SIGNATURE

DATE

# STATE OFFICER CODE OF ETHICS

As a **State Officer** for **BUSINESS PROFESSIONALS OF AMERICA**, I understand and agree to the Officer Code of Ethics:

To forego all alcohol while involved in official or assigned activities

To forego tobacco while in official dress and at any Massachusetts Business Professionals of America event

To forego the use of any illegal substances prior to, during, and after any Massachusetts Business Professionals of America event

To be willing to take and follow instructions as directed by those responsible for them

To serve as a member of the officer action team by always maintaining a cooperative attitude

To use wholesome language in all speeches and informal conversations

To maintain proper dress and good grooming in all occasions

To avoid places or activities which in any way could raise question as to moral character or conduct

To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults

To treat all members equally by not favoring one over another

To behave in a manner which conveys and commands respect without any air of superiority

To maintain dignity while being personable, concerned, and interested in fellow members

To abide by the Delegate Conduct for all Business Professionals of America sponsored activities

To spend the night or nights at the assigned location, in the assigned room, by the prescribed curfew. Members of the opposite sex are permitted in sleeping rooms only when an advisor is present

I further understand that if I do not abide by **BUSINESS PROFESSIONALS OF AMERICA State Officer Code of Ethics**, I may be relieved of duty and the State Association will declare my office vacant.

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STATE OFFICER CANDIDATE SIGNATURE

DATE



## State Officer Checklist

### **Due by email on or before February 11:**

- Candidate's Nomination Form
- Candidate's Statement of Intent
- Grade and Attendance Verification Form (**Signed by student and advisor**)
- Code of Ethics (**Signed by student**)
- Digital photo of candidate

### **Due at candidate briefing meeting at SLC:**

- Copy of Campaign Speech (**Signed by student and advisor**)
- Expenditure Report (**Signed by student and advisor**)

Please keep an electronic and paper copy of all paperwork.