2015 National Elections
Step-by-Step Guide
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What is the National Executive Council?
The National Executive Council consists of 10 elected members who primarily serve as liaisons to the FCCLA membership population. In addition to being the youth governing body of the organization, the council aids in national program development, program implementation, and public relations. These 10 officers are elected annually at the National Leadership Conference through the National Election Process.

Offices of the National Executive Council

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<td>Vice-President of Membership</td>
<td>Vice-President of Parliamentary Law</td>
<td>Vice-President of Programs</td>
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Election Process Terminology:

- **Election Voting Delegate** – one voting delegate from each state who is designated to also vote in the National Executive Council election.
- **Leadership Training Team** (LTT) – FCCLA alumni who conduct leadership and officer training for the national organization and serve as an extension of national staff.
- **National Consultant Team** (NCT) – FCCLA chapter advisers who conduct adviser training for the national organization and serve as an extension of national staff.
- **National Executive Council** (NEC) – the 10 FCCLA members elected as national officers.
- **National Executive Council Adviser** (NECA) – the local adviser to a National Executive Council member.
- **National Officer Candidate** (NOC) – an FCCLA member who is running for a national office.
- **National Officer Candidate Adviser** (NOCA) – the local adviser to a National Officer Candidate.
- **National Staff** – the individuals who work at FCCLA national headquarters to serve the national organization.
- **Nominating Committee** – a group of 12 FCCLA members (3 from each region selected by state advisers on an alphabetical rotation of states) who interview National Officer Candidates and select 20 to be voted on by the election voting delegates.
- **Voting Delegate** – FCCLA members who represent their state association in conducting the business of the national organization.

Steps of the National Election Process

1. **Step 1** Gain Parental, Adviser, School, and State Support
2. **Step 2** The Application
3. **Step 3** Preparation
4. **Step 4** NOC Test
5. **Step 5** NOC Orientation
6. **Step 6** Nominating Committee Interviews & NOC Project Center
7. **Step 7** NOC Fishbowl
8. **Step 8** Letter Drop #1
9. **Step 9** Speeches & Teambuilding
10. **Step 10** Networking
11. **Step 11** Letter Drop #2
12. **Step 12** NOC Debrief or NEC Meetings
13. **Step 13** Recognition
Step 1: Gain Parental, Adviser, School, and State Support

Goal:
- Develop a strong support system for the election process and potential year as a member of the National Executive Council.

Why is this important?
Becoming a member of the National Executive Council will affect the day-to-day lives of many more people than just the officer. Family members may have to make several trips to the airport, teachers will likely have to prepare assignments ahead so that officers can be successful even when they are not in the classroom every day, and chapter advisers assume national responsibilities that correlate to their student’s office. It’s difficult for national officers to be successful without a team of people encouraging them in their endeavor, so the process should begin with a solid foundation of buy-in and support.

Process:
- Talk with parents, the chapter adviser, school administration, and state adviser about the opportunity to run for a national office. Candidates should explain why they are interested, how they believe they will benefit, and their plan for maintaining a good standing in their family, school, and community with the added responsibility. Go over the details of the election process and required NEC travel.
- Many states require National Officer Candidates to be nominated through a state process so make sure you understand what is needed to gain the support of the state association.

Step 2: The Application

Goals:
- Officially become a National Officer Candidate.
- Verify eligibility, proof of support, and provide contact information.
- Provide information on experience and qualifications.

Why is this important?
The NOC Intent to Run Form and Application are the methods members use to express their interest in national officer elections. It provides national staff with the information needed to ensure that candidates are eligible to run and enables the staff to include the member in the election process. Application materials also provide the Nominating Committee and election voting delegates with an introduction to the candidate through information about candidate’s experience in FCCLA and other areas of their life and recommendations from those who know the candidate well. The application is a candidate’s opportunity to show his/her ability to succeed in basic skills, such as following directions and expression of ideas, and opinions through writing. Nominating Committee members and election voting delegates will begin to form an opinion of each candidate including his/her qualifications and ability to serve the organization through the application materials. Resumes, essays, and recommendation letters will be posted online to provide adequate time for review in advance of the National Leadership Conference.

Process:
- Candidates should review the application early, so they know what is expected and can allow plenty of time to complete it in a high-quality manner. Many signatures and recommendations are required, so planning ahead will give everyone time to complete their portion of the application.
- Upon receiving support from the state association, each candidate will complete the online Intent to Run Form, which informs national headquarters of the candidate and allows them to expect his/her application. The form must be submitted by April 15, 2015. State Advisers from states with approval happening on or after April 15 may request an extension on behalf of their potential candidates by emailing leadership@fcclainc.org by April 1.
- Complete the application according to the directions provided. Review the document several times to ensure it has been done correctly and ask others to proof it as well.
- Compile all of the required recommendations, check for signatures, and make a copy of the entire application to keep.
- Mail the application to national headquarters. It must be postmarked by May 1, 2015, or it will not be accepted.
Goals:
- Ensure that candidates understand the expectations and required sessions of National Officer Candidates.
- Develop a speech that illustrates the candidate’s personality, professionalism, and public speaking abilities.
- Acquire a comprehensive understanding of FCCLA’s history, structure, and current opportunities.

Why is this important?
Preparation is the key for candidates to successfully complete the election process.

Process:
- The 2015 speech topic will be posted online in mid-February. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.
- The 2015 NOC Test study guide is available online. Candidates should study the resources listed below. Become comfortable with information about FCCLA both for the test and as preparation for potentially becoming a national officer.
- National Officer Candidates will receive correspondence via email from national headquarters from the day their application is received until the 2015 National Leadership Conference. It is extremely important that candidates read all information sent and share it with their advisers. The information will give instructions for what candidates need to bring to the conference and do prior to arrival. Make sure to follow these instructions carefully.
- An orientation webinar will be held at 6 p.m. (EDT) Tuesday, June 2, for candidates to receive information about the election process and have an opportunity to ask questions.
- Direct questions to the chapter adviser, state adviser, or national headquarters. Understanding the details and feeling prepared will help candidates do their best during the election process.

FCCLA Resources for NOC Test
- 2014-2015 Membership Kit
- FCCLA...The Handbook to Ultimate Leadership
- FCCLA...The Ultimate Officer Handbook & Training Manual
- FCCLA National Program Materials
- The Guide to Promoting FCCLA
- 2014-2015 Issues of Teen Times
- 2015 National Elections Step-by-Step Guide
- www.fcclainc.org

What NOC Wear at NLC

**Sunday, July 5**
Red, White, or Black Polo or Oxford Shirt (may be plain or have FCCLA logo and/or national, state, or chapter writing) & Black or Khaki Pants or Skirt

**Monday, July 6**
Red, White, or Black Polo or Oxford Shirt & Black or Khaki Pants or Skirt

**Tuesday, July 7**
FCCLA Official Uniform

**Wednesday, July 8**
FCCLA Official Uniform

**Thursday, July 9**
FCCLA Official Uniform & White Dress/Black Suit or Tux

“Make sure you feel confident in every area of the election process. Do not be afraid to ask questions. Getting answers will put your mind more at ease. Peace of mind is essential in this process.”

*Sarah Smith, 2014-2015 First Vice-President*
Who will be there: NOC, Proctor

Goals:
- Discover how much candidates know about the organization.
- If necessary, narrow the pool of candidates down to the 65 individuals who are most qualified.

Why is this important?
National Executive Council members represent the organization to many groups of people from members and advisers to potential partners and policy makers. This responsibility requires a comprehensive knowledge of the organization and the Nominating Committee and voting delegates need to understand how much each candidate knows as they make decisions about who will serve on the 2015-2016 National Executive Council. Logistically, the Nominating Committee has enough time and resources to interview up to 65 candidates.

Process:
- The test will be comprised of 50 questions about FCCLA. The questions may be true/false, multiple choice, fill-in-the-blank, or short answer.
- Candidates will sign in to the session and once everyone is accounted for, a proctor will give each candidate the test and a pencil. Candidates may leave the room after returning their completed test to the proctor.
- If a candidate has special needs for testing, he/she should contact national headquarters by May 1 so accommodations can be made.
- If more than 65 candidates run for office, test scores will determine which 65 move on to Nominating Committee interviews.
- Test scores will be shared with the nominating committee members and voting delegates.

Step 5: NOC Orientation

Who will be there: NOC, NEC, National Staff

Goals:
- Celebrate the accomplishment of becoming a National Officer Candidate.
- Provide a final opportunity to ask questions about the process.
- Encourage candidates as they begin a stressful process.

Why is this important?
The onsite orientation is the last opportunity for candidates to ask questions about and become comfortable with the journey on which they are about to embark. A large part of the orientation will be devoted to developing relationships and encouraging candidates. All of the National Officer Candidates are exceptional leaders and whether or not they are elected their accomplishments deserve to be recognized. The election process is one that only a few people go through each year and it is an opportunity to form strong bonds with others who have similar interests and goals.

Process:
- Show up for the orientation and have fun!
- Receive onsite National Officer Candidate materials.
- Ask any remaining questions about the election process and potentially becoming a member of the 2015-2016 National Executive Council.
Step 6: Nominating Committee Interviews/NOC Project Center

Who will be there:

- Interviews – NOC, Nominating Committee, Immediate Past National President, National Staff, NECA
- Project Center – NOC, NEC, National Staff

Goals:

- Nominating Committee –
  - Narrow the pool of candidates down to the 20 individuals who are most qualified.
- NOC Project Center –
  - Keep candidates engaged in the election process during the time-consuming interviews.
  - Provide an opportunity for candidates to work together to give input and ideas, learn about opportunities, and/or conduct an FCCLA related project.

Why is this important?
The Nominating Committee selects the 20 individuals it believes have the highest potential to best serve the organization over the next year so voting delegates may focus their attention on the top candidates. They do this by meeting each candidate individually. This is a time-consuming process that will take several hours. A portion of this down time for candidates will be utilized through the NOC Project Center to help prepare candidates get to know their potential teammates and the outgoing officers, as well as share their creativity and passion for FCCLA with others. Activities of the NOC Project Center will vary from year to year based on the needs of the organization, but typically will involve candidates working or thinking in a group setting. Candidates are not evaluated during the NOC Project Center, but it is a required election session.

Process:

- Nominating Committee –
  - The candidate is introduced to the Nominating Committee by a current National Executive Council Adviser.
  - The candidate has up to three minutes to deliver his/her speech. The speech will be timed when the candidate begins speaking. A one-minute warning will be given and the candidate will be stopped at three minutes.
  - Nominating Committee members will take turns asking questions. The candidate will be asked four questions. Three questions (2 situation and 1 personality) will be the same for all candidates. One question will be specific to the candidate’s application.
  - Once all questions have been answered, the candidate will be escorted out of the room by the same National Executive Council Adviser.
  - Nominating Committee members will spend a few minutes completing the appropriate sections of the candidate’s evaluation form before the next candidate is presented.
- NOC Project Center –
  - Candidates will be broken into groups based on their interview time and given their assignment prior to arriving at the National Leadership Conference.
  - Show up and have fun working with other candidates.

“One of the Nominating Committee members came up to me during the closing session at NLC and congratulated me on the achievement. These are members just like you, and that is the beauty of the process. There is no need to be scared; go in there, shake some hands, and remember to smile!”

Jared Gustafson, 2014-2015 VP of Parliamentary Law

“This is your time to shine! BE YOURSELF. The nominating committee wants to know you, the real you. When someone comes out to get your for your interview take a deep breath and walk into the room confidently.”

Blake Miller, 2014-2015 VP of Competitive Events
Step 7: NOC Fishbowl

Who will be there: NOC, Nominating Committee, Immediate Past National President, National Staff, NECA

Goals:
- Demonstrate the candidates’ abilities to work in a group.
- Illustrate the candidates’ teamwork styles.

Why is this important?
A major responsibility of the National Executive Council is working as part of a team to make decisions for the organization. Qualified candidates will possess qualities that make them an effective part of this process. Many styles are valuable and will help make a group successful. Nominating Committee members should look for a variety of qualities and styles that work together. By this point in the process, candidates should be familiar enough with each other to create a natural team interaction giving the Nominating Committee members a good idea of how candidates would likely function on the National Executive Council, should be they be elected.

Process:
- Candidates will be split into groups of approximately 10. Candidates will be given their group assignment just prior to the start of the session.
- Each group of candidates will be given 20 minutes to complete a task together.
- The Nominating Committee members will observe the group’s interaction.
- The other candidates will be relaxing in a separate holding area.

“...a competition. These people are your fellow leaders, so be sure to bounce ideas around, make sure everyone is included, and be respectful of one another.”

Garrhatt Petrea, 2014-2015 VP of Development

“...so be respectful of the other candidates.”

David Jefferson, 2014-2015 VP of Programs

Step 8: Letter Drop #1

Who will be there: NOC, NOCA, National Staff

Goal:
- Inform candidates of those selected by the Nominating Committee to move on to the next phase of the election process.

Process:
- NOC and NOCA must both be present to receive their election results. Only NOC and NOCA will be allowed in the letter drop area.
- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has moved on to the next phase of the election process or not. If the candidate has moved on, their schedule for the next day will be enclosed.
- NOC and NOCA must leave the letter drop location before opening their envelope. They may plan to meet other supporters at another location or open their letter privately, but it should be
- All envelopes also will contain a letter for the candidate’s adviser.
Step 9: Speeches/Teambuilding

Who will be there:
- Speeches – 10 NOC, NEC, All Voting Delegates including the Election Voting Delegate, National Staff, and Spectators
- Teambuilding – 10 NOC, NECA

Goals:
- Speeches –
  - Demonstrate candidates’ public speaking skills and ability to think on their feet.
  - Provide an opportunity for the general public to see the candidates.
- Teambuilding –
  - Allow candidates to get to know each other better and build relationships with one another.
  - Provide an activity for candidates while others are participating in the speech session.

Why is this important?
Members of the National Executive Council are required to speak in front of many people during their term and they must be comfortable with this responsibility as a candidate. Voting delegates will factor their ability to create and deliver a speech effectively for a large audience into their voting decision. Because the speeches will take approximately three hours to complete, the candidates will be split into two groups with a 30-minute break in between. This will help the voting delegates give as much attention to the candidates at the beginning of the morning as they give to those in the middle and end. Since candidates are not allowed to see each other’s speeches, the group not presenting will be participating in a teambuilding session with members of the LTT. They will have a chance to get to know each other more, which will help the 10 elected candidates in the following days as they select offices and make their first group decisions.

Process:
- Candidates will be split into two groups of 10 (Groups A and B) and placed in an order for speeches by a random drawing conducted by national staff. This schedule will be included in the letter received during the letter drop.
- Speeches –
  - Candidates will report to the stage in the speech room to check in, then be taken as a group to the pre-speech holding room.
  - One at a time, the candidates will be escorted into the room to give their speech. Candidates will be introduced again and given a microphone. They will be timed from when they start speaking, given a one-minute warning, and asked to stop when they reach three minutes.
  - Following their speech, each candidate will draw a situational question from a bowl and the moderator will read the question to the candidate and audience twice and the candidate will respond. The bowl will contain two copies of 10 different questions with similar difficulty.
  - The candidate will be escorted to a different holding area, where they will be able to relax.
  - Following the last speech of the group, the candidates will be brought back and reintroduced to the audience again.
  - The two groups of candidates will be escorted together from the speeches to teambuilding and vice versa to ensure that no candidates interact with spectators between sessions.
- Teambuilding –
  - While one group is giving their speeches, the other will report to the teambuilding activity.
  - Show up, have fun, and get to know potential teammates!

“Take a deep breathe. As much as you think it, the audience is not trying to judge you as much as they are there to support you and show compassion.”
Garrett Petrea, 2014-2015 VP of Development

“You must remember to be yourself! Get on stage, address the prompt clearly, and let the world know what you are really passionate about”
Jacob Smith, 2014-2015 VP of Finance

“I was advised to be exciting beyond belief and to tell an over-the-top story. Though this approach may work for some, it isn’t me. My speech was full of personal testaments and "make you think" moments that drove the point home. Be yourself. I went my own route with the speech and it worked for me.”
Jared Gustafson, 2014-2015 VP of Parliamentary Law
Step 10: NOC Networking

Who will be there: 20 NOC, All Voting Delegates and Election Voting Delegates, National Executive Council Advisers

Goals:
- Provide an opportunity for the voting delegates to meet each of the National Officer Candidates for whom they may be voting.
- Allow candidates to demonstrate their ability to meet new people and converse about the organization.

Why is this important?
National officers spend a large part of their year meeting new people, sharing their experience, and talking about FCCLA. This session helps voting delegates see candidates in this type of environment and allows them to personally get to know each individual. Allowing all voting delegates to attend helps states get a broader perspective of the candidates.

Process:
- Prior to the session, candidates will be given a checklist of state associations so that they can keep track of those they’ve met and those they still need to meet. The checklist won’t be turned in; it’s simply a tool to help candidates meet all voting delegates.
- Voting delegates will be asked to stay with others from their state at a designated cocktail table, so that candidates can ensure they’ve met everyone. States will be arranged in the room by FCCLA regions to help candidates find specific states, if needed. States with only one voting delegate may be grouped.
- At the beginning of the session an NECA moderator will welcome everyone and give any necessary instructions.
- Candidates will approach voting delegates, introduce themselves and converse with them for a few minutes. When candidates feel like they have gotten to know the voting delegates, they will move on to new delegates.
- Every 15 minutes, the facilitator will announce how much time has passed. This is not a cue to switch, but will help candidates keep track of the time, so that they can pace the networking session to spend as much time as possible with everyone they need to meet.
- Candidates may not solicit votes or hand out materials during the session. NECA will be stationed throughout the room to help ensure voting delegates’ questions are appropriate.

"Be yourself. Let the voting delegates see your true colors and enjoy this great time with some awesome FCCLA members."

David Jefferson, 2014-2015 VP of Programs

"Networking is as exactly what the title says it is: Networking. Be calm and charismatic! The voting delegates are eager to meet you and want to interact with you on a personal/professional level. Quite often they will remember what you say to them throughout the year, so make the first impression count!"

Shivani Dhir, 2014-2015 VP of Community Service

“I think what helped me most in Networking was reminding myself that the voting delegates were just like me. They were all my age, all passionate about FCCLA, and all excited to be a part of the election process. It may be a little stressful trying to get to every person, so instead focus on leaving the biggest impression with those who you do get the chance to meet.”

Laura Taylor, 2014-2015 President

“RELAX. At some point you will probably get very stressed out, but just relax. Always, always be yourself and you won’t have any regrets.”

Blake Miller, 2014-2015 VP of Competitive Events
Step 11: Letter Drop #2

Who will be there: NOC (and their choice of supporters), National Staff

Goal:

- Inform candidates of who has been selected to serve on the 2015-2016 National Executive Council.

Process:

- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has been elected or not. If the candidate has been elected, they will be given instructions for the following 2015-2016 National Executive Council activities.
- All letters also will contain a letter for the candidate’s adviser.

Step 12: NOC Debrief

Who will be there: NOC, National Staff, Others depending on the event

Goals:

- Constructively reflect on experience as a National Officer Candidate and utilize skills and knowledge developed in preparation for the potential role as a member of the National Executive Council.
- Showcase the incredible FCCLA experience and leadership skills of all National Officer Candidates.
- Learn about future opportunities to stay involved on the national level of the organization.

Why is this important?

FCCLA wants to make sure every National Officer Candidate can look back at the process and feel good about what they did at the National Leadership Conference. In addition, FCCLA truly values all of the National Officer Candidates, not just the 10 who are elected. Every candidate is an important leader in the organization and FCCLA wants to provide opportunities for all candidates to stay involved in a way they would enjoy.

Process:

All candidates not elected to a position on the National Executive Council will be invited to participate in a special session showcasing their FCCLA experience and leadership skills. The session may vary from year to year depending on the opportunities available in the host city. Candidates may choose not to be part of the event, but are highly encouraged to participate. The session may not be open to advisers depending on space, costs, and/or the nature of the event.

Step 13: Recognition

Every candidate deserves recognition for their accomplishments, whether they become a member of the 2015-2016 National Executive Council or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. NOC should thank the many people who helped make the opportunity to be a National Officer Candidate possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. In July, candidates will have many experiences and they will be surprised by how much they have learned and grown since they started the journey as a National Officer Candidate. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.