

2016 Maryland FBLA State Officer Application

Preface/Introduction for State Officer Applicants

Maryland FBLA is a dynamic student organization in search of chapter members that are seeking to expand their leadership ability and serve the State Chapter. If nominated and elected, you will have a unique opportunity to further develop and strengthen your personal and leadership skills and also improve FBLA in Maryland.

Maryland FBLA places a great amount of trust and responsibility in its state officers. As such, choosing to run for state office is a decision that should be made with careful thought and consideration. State officers are required to attend a number of conferences, meetings, and training sessions that will require both school and parental approval and support. In addition, other meetings, special events, and local chapter visits are also required. Members should consult with their chapter membership, chapter advisor, school administration, local CTE director, and parents before making a decision to seek state office.

Maryland FBLA is in search of individuals who have the most sincere commitment to FBLA to serve as its officers. If you are enthusiastic about the opportunity to serve your fellow Maryland FBLA members as a state officer, and you are willing and able to commit the necessary time to participate in the many activities and events involved, then talk with your parents and advisor and submit your complete application for review by the Candidate Screening Committee.

Deadline for receipt of State Officer Application is March 18, 2016 (must be **received** by this date). Applications must arrive by USPS or other delivery services (i.e. UPS or FedEx) and not require a signature. If a signature is required, the package will be returned and the applicant disqualified. Deliveries to the State Director and/or the Maryland State Department of Education will not be accepted. In-person and/or faxed applications will not be accepted and will be disqualified.

Return application by the prescribed deadline to:

Maryland FBLA Board of Directors
c/o Alan Rzepkowski, Vice Chairman
8018 Hammock Lane
Pasadena, MD 21122

Return only those pages that have written information/signatures in this order. Use one staple in upper left corner. (Pages 6, 7, 8, 9, 10, 11, 12, 13, 1-page essay, 14, 15, transcript, resume, & 19.)

The Candidate Screening Committee Session will take place at 11 a.m. on Thursday, April 14, 2016 at the Hunt Valley Inn in Hunt Valley, MD. Please be aware that a roll call will take place at the group session and that the candidate, campaign manager, and local advisor must be present for the group session.

National Officer Applicants (if applicable)

Candidates that are interested in seeking National Office must complete the National Officer Application and submit it to the Maryland FBLA Board of Directors by March 18, 2016. The Candidate Screening Committee and Board of Directors will review the application(s) and conduct an interview with the candidate(s) at the State Leadership Conference. A vote will be taken by the Board during the Annual Board of Directors meeting held in conjunction with the SLC. Only one National Officer Candidate will be submitted to the National Office to run for office.

Qualifications and Prerequisites for State Officer Applicants

1. Candidates for state office are presented to the Board of Directors Candidate Screening Committee for nomination upon a majority vote of the members of their local chapter. All related documents included in the State Officer Application must be completed by the prescribed deadline.
2. The Board of Directors Candidate Screening Committee will review all applications in advance of the State Leadership Conference (SLC). Candidates meeting the officer qualifications and approved by the Board of Directors will be eligible to run for office or be appointed at the SLC.
3. Candidates must qualify for office and adhere to all campaign rules and regulations according to the state bylaws and the qualifications and guidelines set forth in this document and by the Board of Directors.
4. Only two candidates may run for state office from any one active chapter. Candidates from the same chapter may not run for the same office. Those members taking the Parliamentary Procedure exam for the appointed office of State Parliamentarian are not included in this number.
5. In the event that there are no candidates nominated for a particular state office prior to the SLC, provisions will be made to accept applications before and after the SLC subject to the same guidelines listed herein or as prescribed the Board of Directors.
6. Candidates running for state office must be enrolled in a Maryland high school and maintain a minimum 2.5 GPA during their term of office. Candidates must have at least one year remaining in their high school program and candidates for elected office must hold or have held elected office in their local FBLA chapter.
7. The State Officer Application must be submitted to the Board of Directors for review by the Candidate Screening Committee by the prescribed deadline in advance of the SLC. All portions of the State Officer Application must be completed and all certifications, related forms, and signatures obtained. Incomplete and/or late applications and/or those missing information, certifications, or signatures will be disqualified. Candidates may not change offices once their application has been submitted unless approved by the Board of Directors for limited circumstances only.
8. Candidates for state office must be in attendance at the SLC and run an active campaign. The local chapter advisor must also register and attend the SLC. An active campaign includes, but is not limited to, maintaining and staffing a campaign booth, preparing and delivering an officer speech, caucusing when/where appropriate, and any other candidate activities that may take place at the SLC. Candidates for the appointed office of State Parliamentarian do not run a campaign.

List of documents in State Officer Application required for submission

(Use chart below as a checklist to ensure you submit all required documents)

Included	Document
	1. State Officer Application General Information Worksheet
	2. State Officer Application Uniform Information Worksheet
	3. Application Commitment, Code of Conduct, and Code of Ethics Information. Also attach sheet for any ‘no’ answers to required state officer activities.
	4. State Officer Transportation Requirements
	5. State Officer Communication Requirements
	6. FBLA Experience/Participation and Other School/Community Involvement Worksheet
	7. Explanation of non-FBLA time commitments and other activities and how they may affect your service as a state officer (home responsibilities, organizations, occupation, etc.).
	8. Essay on why you are seeking state office (include specific goals for office sought).
	9. Certification by local chapter, principal (Advisor, Chapter President & Principal).
	10. Certification by parent/guardian.
	11. Certification by officer candidate.
	12. Reimbursement Certification (Candidate, Advisor, & Parent/Guardian).
	13. High School Transcript.
	14. Resume.
	15. Campaign Rules and Regulations Acknowledgement Sheet.
	16. Campaign Material Binder, including complete Finance Statement and supporting documentation (to be received by April 8, 2016 by mail to the address found on page 1).

Guidelines for Elections, Term of Office, and Duties of State Officers

Qualifications for State Office.

1. Only active members are eligible to hold state office.
2. Not more than two candidates for state office may campaign from a local chapter. Candidates from the same chapter may not run for the same office. Candidates for the appointed office of State Parliamentarian are not included in this number.
3. Only those applicants who are present at the state leadership conference and officially certified by the Candidate Screening Committee shall be eligible for nomination.
4. To be considered for an elected office in the chapter, a candidate shall:
 - o have at least one full year remaining in his/her business program,
 - o hold or have held an elective office in his/her local chapter,
5. The Board of Directors may appoint a student as a state officer if a vacancy exists after elections are held at the state leadership conference.

Elections. The president, vice-president, secretary-treasurer, and reporter-historian shall be elected by a ballot vote of the voting delegates. The regional vice-presidents shall be elected by a ballot vote by the local voting delegates of respective regions. The office of Parliamentarian is an appointed office and is based upon the top score on the objective test. A majority vote shall be required for election to office. Voting delegates may vote not to elect a candidate. If a candidate or the no vote option does not receive a majority vote on by the third vote for an office, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate or the no vote option receives a majority of the votes. No more than two state officers shall be elected from the same local chapter.

Term of Office. State officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference at which they were elected.

Duties of Officers. Listed below are the duties of all elected and appointed officers.

State President:

1. Serve as a member of the Board of Directors;
2. Serve as chair of the State Officer Executive Committee;
3. Preside over the committee meetings and delegate assemblies of the chapter;
4. Maintain a close and continuing relationship with the State Director and Board of Director's Chairman;
5. Perform other duties for the promotion and development of local, regional, and state activities; and
6. Perform other duties as prescribed by the State Director or Board of Directors.

State Vice President:

1. Assist the President in duties assigned to him/her;
2. Preside over all chapter meeting and meeting of the State Officer Executive Committee in the President's absence; and
3. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Guidelines for Elections, Term of Office, and Duties of State Officers (continued)

Regional Vice President (Region 1, 2, 3, 4, and 5):

1. Assist in planning and conducting regional leadership conferences and meetings;
2. Coordinate the activities within their region; and
3. Perform duties assigned to them by the President, State Director, or Board of Directors.

Secretary-Treasurer:

1. Perform all duties common to this office, such as keeping an accurate record of the sessions of the state convention and of the state officer executive committee;
2. Provide one copy of minutes and any substantiating reports to the State Director and Board of Directors for the permanent files within ten working days after the state conventions and state officer executive committee meetings;
3. Assist the State Director and Board of Directors in connection with financial matters, as directed by the Executive Committee;
4. Maintain existing website database of former state officers and assist the Board of Directors in locating additional teams to create a more accurate database; and
5. Perform other duties as directed by the President, State Director, or Board of Directors.

Reporter-Historian:

1. Keep a record of the meetings and other activities of the chapter throughout the year and submit all records to the State Director and Board of Directors at the end of the term;
2. Organize a virtual document of historical records and keep it up to date with local, state, and national items of interest concerning FBLA;
3. Produce and post on the Maryland FBLA website a quarterly state newsletter following guidelines prescribed by the Board of Directors;
4. Submit articles to National FBLA-PBL, Inc. for publication in its member magazine and its website following guidelines prescribed by the Board of Directors;
5. Design, develop, maintain, and promote the chapter's official website following the guidelines prescribed by the State Director and Board of Directors and ensure the website contains current information and is updated timely;
6. Ensure the website is functioning properly, including all e-mail addresses, links, video, and downloads;
7. Serve as the public relations liaison between National FBLA-PBL, Inc. and Maryland FBLA as well as between local chapters and Maryland FBLA; and
8. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Parliamentarian:

1. Advise the president of the orderly conduct of business in accordance with chapter bylaws and *Robert's Rules of Order Newly Revised*;
2. Be responsible for the orderly conduct of business during meetings of the executive committee, delegate assemblies, and conventions;
3. Promote the work of the parliamentarian in local chapters; and
4. Perform other duties as prescribed by the President, State Director, or Board of Directors

Maryland FBLA State Officer Application General Information Worksheet

I. STATE OFFICE SOUGHT (select one)

- State President
 State Vice President
 Secretary-Treasurer
 Reporter-Historian
 Parliamentarian
 Regional Vice President---circle region: 1 2 3 4 5
(see appendix 1 of this packet for a listing of the counties in each region)

II. PERSONAL INFORMATION (print CLEARLY)

Name: _____

Home Address: _____

Street
City
ZIP

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Parent/Guardian Name: _____ Cell Phone: _____

Current Year in School (circle one): Freshman Sophomore Junior Senior Graduation Year _____

Number of years as an FBLA member: _____ Birthday (mo/day/yr) _____

Will you be attending school full-time or as a work study during your term of office? (check one)

- I will be attending school full time.
 I will be attending work study.

III. CHAPTER, ADVISOR, PRINCIPAL, AND CTE DIRECTOR INFORMATION

School Name: _____

School Address: _____

Street
City
ZIP

Region: _____ Advisor's Name: _____

Advisor's Home Phone: _____ Advisor's Cell Phone: _____

Advisor's E-mail: _____ Advisor's Fax: _____

Advisor's Home Address: _____

Street
City
ZIP

Principal's Name: _____

Principal's Phone: _____ Principal's e-mail: _____

CTE Director's Name: _____

CTE Director's Phone: _____ CTE Director's e-mail: _____

Maryland FBLA State Officer Application Uniform Information Sheet

All state officers will be provided a state officer uniform for use during their term of office. Each officer will be issued one name badge, one polo shirt, one tie or scarf, two dress shirts, one blazer, and one pair of pants or skirt. This uniform is to be worn at all official FBLA events. In the event that a state officer outgrows, no longer fits into, or loses any uniform item during their term of office, they are responsible for purchasing additional items through Maryland FBLA so as to match the rest of the officer team. At the conclusion of the term of office, the blazer must be returned to Maryland FBLA on the last day of the State Leadership Conference (or NLC, if attending). Any officers that resign or are removed from office must return all cleaned uniform items within 15 days or reimburse the state chapter for these items (approximately \$200).

All candidates

Print your first/last name as it should appear on polo shirt: _____

Female candidates

Skirt size: _____ (Choose one: 0, 2, 4, 6, 8, 10, 12, 14, 16, & 18)

Dress shirt size: _____ (Choose one: S/M/L/XL/2X/3X)

Ladies Polo Shirt: _____ (Choose one: XS/S/M/L/XL/2X/3X)

Blazer size: _____ (Choose one: 2, 4, 6, 8, 10, 12, 14, 16, 18, & 20)

Male candidates

Pant size: _____ waist _____ length (Ex: 30" W x 30" L)

Dress shirt size: _____ (Choose one: S, M, L, XL, 2X, or 3X)

Dress shirt measurements: _____ neck _____ sleeves (Ex: 15" N x 34" S)

Men's Polo Shirt: _____ (Choose one: XS/S/M/L/XL/2X/3X)

Blazer size: _____ (Choose one: 36, 38, 40, 42, 44, 46, & 48)

Blazer length (circle one): Regular OR Long

State Officer Application Commitment and Code of Conduct

If elected to state office, I will follow the Code of Conduct as listed below.

1. Be dedicated to serving the members of Maryland FBLA.
2. Be willing to commit the entire year to the activities of the State Chapter.
3. Be willing and able to travel locally, across the state, and nationally as needed.
4. Be free of commitments that will interfere with my term of office.
5. Become thoroughly knowledgeable about FBLA and its programs.
6. Work through preparation and practice to develop myself into an effective public speaker and project a desirable image of FBLA at all times.
7. Write letters, thank you notes, reports, and other correspondence in a timely manner.
8. Accept and seek constructive criticism and evaluation of my performance.
9. Keep up-to-date on current events in my community, state and nation.
10. Develop and maintain a cooperative attitude.
11. Be willing to take and follow directions as directed by those responsible to me.
12. Attend all meetings and activities promptly and in proper business attire (follow FBLA dress code).
13. Produce regular status reports/updates for items I am responsible for by the deadlines established by the Board of Directors.
14. Achieve the Future, Business, and Leader levels of the BAA, or if already achieved, obtain the America level of the BAA during my term of office.
15. Check e-mail and phone daily and respond to all FBLA related e-mail & phone calls within 24 hours.
16. Use discretion in all circumstances to preserve the character of FBLA Officers.
17. Reimburse Maryland FBLA for costs associated with service as a state officer in the event that I am unable to complete my term of office. Resignation may include non-medical reasons; removal from office for failure to follow the FBLA Commitment and Code of Conduct/Ethics; failure to uphold the communication or meeting requirements; failure to uphold the transportation requirements; failure to maintain the required GPA; and other circumstances not becoming of an FBLA State Officer.
18. Make service to the Maryland FBLA state chapter my top priority after education/family obligations.

If elected, I will commit to attend all of the required activities/meetings listed below. Failure to attend any required event with or without notice will be subject to resignation or removal from office. Attach a sheet with this application to explain any 'no' answers to the required activities listed below.

Yes	No	Event
_____	_____	Organizational meeting with state officer team (May 14, 2016 – 9am to 3pm) <u>(Required)</u>
_____	_____	National Institute for Leaders (Atlanta, GA—June 28-29, 2016) <u>(Required)</u>
_____	_____	National Leadership Conference (Atlanta, GA —June 29 to July 2, 2016) <u>(Required)</u>
_____	_____	State Officer Training (tentative dates from MSDE are August 10-11, 2016) <u>(Required)</u>
_____	_____	State Fall Leadership Conference (November 2016) <u>(Required)</u>
_____	_____	National Fall Leadership Conference (November 2016) <u>(Optional)</u>
_____	_____	State Leadership Conference (4 days in April 2017) <u>(Required)</u>
_____	_____	State Executive Meetings/Calls (approximately 1 per month on weekdays or weekends) <u>(Required)</u>
_____	_____	Chapter Visits (5-10 visits during 2016-2017 school year) <u>(Required)</u>
_____	_____	Regional Conference (1 day in January/February 2017) <u>(Required)</u>

State Officer Application Commitment and Code of Conduct (continued)

If elected or appointed, I will abide by the State Officer Code of Ethics as listed below.

- 1. To treat all FBLA members equally and not favoring one over another.
- 2. To behave in a manner that conveys and commands respect without an air of superiority.
- 3. To maintain dignity while being personable, concerned, and interested in others.
- 4. To use wholesome language in all speeches and informal conversations.
- 5. To avoid participation in and actively discourage any conversations that may belittle or degrade others.
- 6. To maintain proper dress and good grooming for all occasions.
- 7. To avoid places, activities, situations, and verbal or written comments that would in any way raise questions about my moral character or conduct.
- 8. To consider a boyfriend or girlfriend as secondary to officer responsibilities and consider any romance of any type as off-limits while at official or unofficial FBLA activities.
- 9. To forego all alcohol, tobacco, and other drugs as limited by law while involved in official and unofficial FBLA activities and abide by all state and federal laws.
- 10. To participate fully in all activities, conferences, workshops, business meetings, etc. for which I have responsibility.

I have read and understand the Code of Conduct, Event Commitments, and Code of Ethics. If elected or appointed as a state officer for Maryland FBLA, I will carry out my responsibilities in accordance with these statements and understand that I may be removed from office at any time by the FBLA Board of Directors if I do not completely adhere to these established standards for State Officers. Furthermore, I understand and accept that these standards and regulations apply to all official and unofficial FBLA activities during my term of office. I have enclosed the FBLA State Officer Application and all necessary documentation (per the checklist on page 3 of this packet).

Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

We, the Chapter Advisor and School Principal, have reviewed the applicant’s scholastic ability, upcoming school/personal workload, and the Commitment and Code of Conduct and recommend them for Maryland FBLA state office.

Advisor’s Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

State Officer Transportation Requirements

As a state officer you will be required to visit chapters around the state as well as attend conferences, meetings and other events. See page 9 for examples of the meetings that are required. In addition to these meetings, other meetings and events will arise during the year. These meetings/functions may occur during the school day, after school, in the evenings, and/or on the weekend. In addition, for the Maryland State Leadership Conference, state officers are required to be at the conference site a day in advance of when the conference starts and remain for the entire conference. The state officer must have access to transportation to attend these required meetings. It is the responsibility of the state officer, parent/legal guardian, and/or chapter advisor to ensure that transportation is available for the state officer to attend the meetings. Please indicate the following:

Do you have a driver’s license? Yes No

If no, indicate how you plan to attend all required meetings and other activities (as part of the explanation, please specifically identify your sources of transportation):

Do you have a vehicle or access to a vehicle you can use to attend the required meetings? Yes No

If no, please indicate specifically how you will be able to attend the required meetings:

I have read and understand the transportation requirements of being a state officer and commit to being able to provide transportation to the required meetings for the entire term of my office. Failure to attend any event with or without notice will be subject to resignation or removal from office.

Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

State Officer Application Communication Requirements

As a state officer you will be required to be in regular contact with other state officers, local chapters, the Board of Directors' Chairman, the State Officer Advisor, State Director, and others. State officers must be able to access e-mail on a daily basis and be accessible by telephone (preferably by cell phone). State officers must respond to FBLA related e-mails and telephone calls within 24 hours or sooner. Please indicate the following:

Do you have the ability to access e-mail on a daily basis? Yes No

If no, please indicate how you will be able to check e-mail daily and respond to FBLA related e-mails within 24 hours:

Do you have a cell phone and a text plan? Yes No

If no, please indicate what other access to telephone service you have to be able to be reached by phone by a member of the Board, state officers, local chapters, and others:

I have read and understand the communication requirements of being a state officer and commit to checking e-mail on a daily basis and responding to FBLA related e-mail within 24 hours for the entire term of my office. I also commit to maintaining the ability to be able to be reached by cell phone, text, or by other means of phone communication described above for the entire term of my office.

Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

FBLA Experience/Participation and Other School/Community Involvement Worksheet

A. Level of FBLA Experience/Participation.

1. Number of years in FBLA _____

2. FBLA Conferences attended _____

3. Offices held in local/regional/state FBLA chapter _____

4. Demonstration of leadership (beyond offices held) _____

5. FBLA Awards and Recognition _____

6. Business subjects completed, currently enrolled in, & to be enrolled in for term of office (also highlight on attached transcript)

7. Indicate FBLA Business Achievement Awards earned (if none earned, circle 'none.')

(Circle each earned) Future Business Leader America None

Date earned _____ _____ _____ _____

Pending date earned _____ _____ _____ _____

**FBLA Experience/Participation and Other School/Community Involvement Worksheet
(continued)**

B. Explanation of non-FBLA time commitments and other activities and how they may affect your service as a state officer (home responsibilities, organizations, occupation, etc.).

1. Work experience and current commitment to your occupation (hours per week, flexibility to take time off for FBLA related activities, etc.). _____

2. Other school/sport/community organization involvement. List event/activity, level of participation, and time commitment. Specifically identify hours per week and flexibility to take time off for FBLA related activities. _____

3. List any other factors that may limit your commitment to activities and time to devote to state officer duties (including, but not limited, to religious obligations, personal/home factors, etc.) _____

C. Essay on why you are seeking state office. List specific goals for office sought, what you feel is the role of a State Officer, and any other information you may wish to share with the Candidate Screening Committee. Response must be typed (up to 1 page, single spaced, 12 point type, 1" margins on all sides) and presented as a separate document with name/office and titled "Essay on why I am seeking State Office."

Certifications

Certification by Local Chapter (Advisor & Chapter President) and School Principal

The credentials for _____ are included in this State Officer Application. To the best of our knowledge, our candidate meets the qualifications specified in this application for the office of _____ and is recommended by a two-thirds vote of the total membership of the _____ chapter. If elected or appointed, our candidate will receive the enthusiastic support of the chapter, school, and advisor, in the execution of the duties of this office. We have read the Officer Commitment, Code of Conduct, and Code of Ethics and agree to assist our candidate as necessary in their leadership development. In addition, the chapter advisor commits to submitting dues to National FBLA-PBL for the officer and at least four other members on or before October 20, 2016.

Chapter President	Chapter Advisor	School Principal
Date	Date	Date

Certification by Parent/Guardian

If my son/daughter is elected to state office, I understand that he/she will be required to commit to and attend all activities as specified in this State Officer Application. In addition, he/she will be expected to fully participate in all other meetings and events called by Maryland FBLA. As parent/guardian, I/we will support our child and assist as necessary with travel, monetary assistance, and moral support of their leadership development. I/We have read the Officer Commitment, Code of Conduct, and Code of Ethics and agree to assist our child as necessary in their leadership development. I/We grant permission to Maryland FBLA to put my/our son/daughter’s name, FBLA office, FBLA office e-mail address, school information, picture(s), and/or video(s) on the Maryland FBLA web site and in other materials published, displayed, exhibited or disseminated in any and all forms of media or distribution.

Parent/Guardian	Print Name
Date	Home and Cell Phone

Certifications (continued)

Certification by Officer Candidate

I, _____, agree to adhere to the state officer candidate rules and regulations and, if elected or appointed, will fulfill the duties and responsibilities of the state office as stated in this State Officer Application. I have read the Officer Commitment, Code of Conduct, and Code of Ethics and agree to these items in my leadership development.

State Officer Candidate

Date

Reimbursement Certification

I, _____, agree to reimburse Maryland FBLA for costs associated with service as a state officer in the event that I am unable to complete my term of office. Resignation may include non-medical reasons; removal from office for failure to follow the FBLA Commitment and Code of Conduct/Ethics; failure to uphold the communication or meeting requirements; failure to uphold the transportation requirements; failure to maintain the required GPA; and/or other circumstances not becoming of an FBLA State Officer.

State Officer Candidate

Chapter Advisor

Parent/Guardian

Date

Date

Date

High School Transcript (include as separate attachment with State Officer Application; business courses should be highlighted on the transcript).

Resume (include 1 to 2 pages as separate attachment with State Officer Application).

Are you competing in a competitive event at the SLC? If so, please list event.

Campaign Rules and Regulations for all State Officer Candidates

Official Campaign Start. Official campaigning for all elected offices will begin immediately following the Candidate Screening Committee Session. This time will be printed in the conference program. Campaigning is strictly prohibited before the conference. Candidates are prohibited from contacting members of other local chapters prior to the SLC. Candidates are also prohibited from distributing literature, posting an intent to run for office on web pages, including local websites, local or state message boards, MySpace, Facebook, Twitter, other websites, in electronic campaign applications, or in e-mail messages. No campaigning may take place outside of the designated campaign area with the exception of campaign literature and other small items may be placed neatly on the dinner tables or seats before the Thursday and Friday evening general sessions. No literature is permitted during the Voting Delegates Session.

Candidate Application Screening. State officer applications are due on March 18, 2016. All applications will be reviewed at this time by the Candidate Screening Committee to ensure that the candidate is eligible to run and is following all proper procedures in running for office. Notice of candidate acceptance will be e-mailed to all candidates and chapter advisors by March 21, 2016. The preliminary review will give candidates reasonable certainty that they have complied with all campaign rules and regulations and can proceed with their campaign.

Candidate Screening Committee Session. All candidates for elected offices must attend the Candidate Screening Committee Session on the first day of the State Leadership Conference. Each candidate's campaign manager and local chapter advisor must also attend. A roll call will be taken at this session. Any candidate that is not present at this meeting with their campaign manager and local advisor will be disqualified unless prior arrangements have been made. This session will cover general topics for all campaigns, including guidelines, booth assignments, an objective test, and a question/answer period. Final approval of each candidate's literature, promotional items, financial statement, and campaign speech will be given at this session. Candidates for appointment to the office of State Parliamentarian must also attend the Candidate Screening Committee Session with their local chapter advisor (there is not a campaign manager nor are there campaign materials for State Parliamentarian as it is an appointed position, not an elected position). The Parliamentary exam will also be given at this time.

Campaign Materials. All campaign materials must be approved by the Candidate Screening Committee. The following campaign materials are required to be submitted by April 8, 2016 to the address listed on the first page of this application (except Parliamentarian). All items (in the order below) must be in a 1" three ring binder with an outside cover page that includes the candidate's name, chapter, and office sought:

- Final copy of campaign speech.

- Final copy of campaign brochure, literature sheet(s) or other handouts/items. This is to include one each of any campaign items and literature (stickers, flyers, sample design or photo of campaign signs, etc.). These items must be properly identified with the name of the candidate and office sought. Community or state literature, buttons, or bumper stickers that do not endorse or reference the candidate must also be personalized with a tag indicating the candidate name/office.

Campaign Rules and Regulations for all State Officer Candidates (continued)

- Final copy of financial statement (see Appendix 2 for sample report). Note that candidates may not spend or have received donated materials (at “fair market” value) and/or money totaling more than \$500 in their campaign for state office. Substantiated documentation for donations as well as receipts for all purchases of campaign materials must accompany the financial statement. Incomplete reports will be subject to disqualification.

- Candidates must include a description and sample of any other items that will be given away at the campaign booth to generate name recognition. In addition, candidates must provide a written description or photos of any panel boards, banners, posters, or other decorations in the campaign area. Please remember that items may not be pinned, taped, tacked, or in any way adhered to walls, floors, ceiling, or furniture. Items such as stickers may be distributed only if adhered to a personal item (i.e. name badge) prior to leaving a candidate’s booth area. Money, alcohol, tobacco, and helium-filled balloons may not be distributed. Balloons may be used as part of the campaign display. Any food items that are distributed must be professionally sealed and packaged and have the name/office attached to the item.

- A written description of any audio visuals that will be used must be included with the campaign material. It is the responsibility of the candidate to bring or rent his or her own equipment. Equipment costs (rental service, electrical access, etc.), if any, must be listed on the financial report. Access to electrical outlets may or may not be near the booth and may require a service charge payment to the hotel.

Officer Candidate Objective Test. All applicants for elected offices will complete an objective test on general knowledge of FBLA-PBL. Candidates should review the Maryland FBLA-PBL and National FBLA-PBL websites and all documents contained there within, the Maryland FBLA Competitive Events Handbook, and the National FBLA Chapter Management Handbook. The test will occur during the Candidate Screening Committee Session. Results of the test will be provided to each candidate and must be posted at the candidate’s campaign booth.

Parliamentary Procedure Objective Test. Candidates seeking appointment as the State Parliamentarian must complete an objective test on the principles of parliamentary procedure. The test will occur during the Candidate Screening Committee Session. The candidate with the highest objective test score will be appointed the State Parliamentarian.

Campaign Speeches. Candidates for all elected state offices will deliver a 2-minute speech to all local voting delegates during the State Officer Campaign Rally on the first day of the SLC. Candidates for President, Vice President, Secretary-Treasurer, and Reporter-Historian will deliver their campaign speeches again during the Opening General Session to the full assembly. All candidates will be introduced during the Officer Election Session. The campaign speech time is monitored and strictly enforced. No audio-visual equipment may be used during campaign speeches. Business attire must be worn. Only the state officer candidate may participate in the campaign speech (i.e. no introductions, skits, or props).

Campaign Literature, Materials, and Campaign Booths. State officer candidates may set up their campaign booth following the Candidate Screening Committee Session. State officer

Campaign Rules and Regulations for all State Officer Candidates (continued)

candidates must dismantle their booths by the close of the second general session. Candidates will be assigned to a table in the campaign area for their campaign booths. Candidates will not be notified of their booth assignment until the Candidate Screening Committee Session. Candidates may only use the space that falls within the table area. Candidates may only campaign in their own booth area in the campaign area. Any campaigning outside of this area is prohibited. All candidates and campaign staff in the campaign area must be dressed in business attire. Candidates and campaign staff are not permitted to wear costumes, aprons, hats, etc. in the campaign booth area, campaign area, or conference sessions (workshops, meetings, General Sessions, competitive events, etc.). Candidates should make sure that they store or take to their room items of high value when they are not in use at the booth. Maryland FBLA is not responsible for any items that may be lost, disappear or taken from the campaign booths.

Voting Session. State officer elections will take place at the Voting Session on the evening of the second day of the conference. Voting for all elected offices will take place during this session. Prior to the elections, each officer candidate will be introduced. A majority vote is required for election. If no candidate receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot will be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes. No more than two FBLA state officers may run or be elected from the same local chapter and may not run for the same office. The office of State Parliamentarian is an appointed position and the candidate scoring the highest on the state officer principles of Parliamentary Procedure objective test will be appointed to the position of State Parliamentarian. This individual must have at least one year remaining in his/her high school program and complete the State Officer Application by the March 18, 2016 deadline.

Election and Appointment Results. Election and appointment results will be announced during the State Awards Program on the final day of the conference.

Newly Elected State Officer Meeting. There will be a mandatory organizational meeting for all newly elected and appointed State Officers on May 14, 2016 (tentative date).

State Officer Training. State Officer Training provided by MSDE is required for all officers and there are no exceptions to this requirement. The tentative dates for this year's training session are August 10-11, 2016.

Submitting the Application. Applications must be certified by the candidate's local chapter advisor, CTE director, and principal. A parent or guardian must also sign the application.

Officer Vacancies. If no applicants file for a specific office by the March 18, 2016 deadline, notice will be sent to those chapters eligible to run a candidate for that office. In this event, the deadline for the application will be extended to April 1, 2016. If there are still no applicants for a specific office by this deadline, the office(s) will remain vacant until the close of the State Leadership Conference. Any vacancies will be filled by the Board of Directors within 30 days of the close of the SLC by application and a phone interview.

Officer Candidate Name

Campaign Rules and Regulations Acknowledgement Sheet

Candidate Acknowledgement (all candidates complete this)

I, _____, a candidate for the office of _____ have read the Campaign Rules and Regulations and agree to abide by the terms listed.

Officer Candidate

Date

Candidate Advisor Acknowledgement (all candidate advisors complete this)

I, _____, the local chapter advisor for _____, a candidate for the office of _____, have read the Campaign Rules and Regulations and agree to abide by the terms listed.

Chapter Advisor

Date

Regional Officer Candidates (regional vice president candidate only)

I, _____, a candidate for the office of Region _____ Vice President have read the Campaign Rules and Regulations and agree to abide by the terms listed. Furthermore, **I understand that my local chapter is responsible for conducting the Regional Conference in January/February 2017.** Our local chapter will work with the State Director, local CTE Director, and Maryland FBLA Board of Directors to conduct this conference. I understand that certain time and expenses are involved in running the Regional Conference. I understand that our chapter is responsible for securing judges for the performance events at the Regional Conference and that these judges must be business professionals, community leaders, and/or government officials. Under no circumstances may teachers serve as judges. Our chapter will provide the date, alternate date (for inclement weather), and location of our Regional Conference to the Board of Directors by June 15, 2016. If we will not be able to provide the date by this time, we will indicate, in a separate letter to the Board of Directors to be included with this completed application, an estimate of when we will provide the date, alternate date, and location of our Regional Conference. Any questions or concerns I have about conducting the regional conference have been answered and addressed.

Officer Candidate

Date

Regional Officer Advisors and CTE Director (regional vice president candidates only)

I, _____, the local chapter advisor and I, _____, the local CTE Director for _____, a candidate for the office of Region _____ Vice President, have read the Campaign Rules and Regulations and agree to abide by the terms listed. **Furthermore, I understand the following:**

- Our local chapter is responsible for planning and conducting the Regional Conference in January/February 2017. Our local chapter will work with the State Director, local CTE Director, and Maryland FBLA Board of Directors to conduct this conference.
- Certain time and expenses are involved in running the Regional Conference and those are the responsibility of my chapter. If my regional vice president resigns or is removed from state office, my chapter and county is still responsible for conducting the Regional Conference.
- Our chapter is responsible for securing judges for the performance events at the Regional Conference and these judges must be business professionals, community leaders, and/or government officials. Under no circumstances may teachers serve as judges.
- Our chapter will provide the date, alternate date (for inclement weather), and location of our Regional Conference to the Board of Directors by June 15, 2016. If we will not be able to provide the date by this time, we will indicate, in a separate letter to the Board of Directors to be included with this completed application, an estimate of when we will provide the date, alternate date, and location of our Regional Conference.

Any questions or concerns I have about conducting the regional conference have been answered and addressed.

Chapter Advisor

Date

CTE Director

Date

APPENDIX 1

Maryland FBLA Regions	
Region	Counties
1	Allegany, Frederick, Garrett, Montgomery, Prince Georges, & Washington Counties
2	Baltimore County & Baltimore City
3	Caroline, Carroll, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, & Worcester Counties
4	Anne Arundel, Calvert, Charles, & St. Mary's Counties
5	Howard County

APPENDIX 2

Maryland FBLA State Officer Candidate Financial Reporting Form (Due on 4/8/16 with submission of the Candidate Binder materials.)

Candidate Name: _____

Candidate Office: _____

REVENUE (Cash from chapter/student/parent/donation)

Source	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$

DONATED ITEMS (Material Items)

Item	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$

EXPENSES (Cost of items purchased)

Item with Receipt	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$

Candidate Signature

Local Advisor Signature

NOTE: This report outline can be tailored to meet the candidate's needs. It is intended to serve as a guide for reporting procedures. All income and expenses of any kind (cash or in-kind) must be accounted for. Include a receipt for each purpose and a record of each donation. If a receipt is not obtainable, a copy or statement will suffice. Applicants should attach a description of any audio-visual aids and include equipment costs (if any) in the financial report. Please place a copy of this form and all receipts/documentation in a 1" three ring binder (along with the other required information as listed in the "Campaign Materials" section of this application) and mail the information so it is received by April 8, 2016 to the address listed on the first page of this application. Keep a copy of this completed form only to place on the right hand corner of your campaign booth.