

**MARYLAND**

**Future Business Leaders of America**



**2019**

**STATE OFFICER CANDIDATE  
HANDBOOK**

# MARYLAND FBLA STATE OFFICER CANDIDATE HANDBOOK

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## **2019 DATES AND DEADLINES**

**State Officer Application deadline: February 1, 2019**

**Candidate Screening Materials deadline: February 18, 2019**

**Candidate Interview and Screening Meeting: February 23, 2019**

**Final State Officer Candidate Acceptance Notification: February 25, 2019**

**Campaign Materials (including Financial Statement) deadline: March 22, 2019**

**Candidate Meeting at SLC: March 28, 2019**

**All items with a deadline are due no later than 5 p.m. on the dates listed above.**

# **PREFACE**

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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 or appointed, you will have a unique opportunity to further develop and strengthen your personal and leadership skills and 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 materials is listed in the State Officer Application. The application and all application materials are submitted online.

The Candidate Screening Committee Session will take place at 11 a.m. on Thursday of the State Leadership Conference (SLC). 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**

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Candidates that are interested in seeking National Office must complete the “Maryland FBLA-PBL Statement of Interest – National Office” form and submit it to the Maryland FBLA Board of Directors by the same deadline as the State Officer Application. 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

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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.

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.

# **GUIDELINES FOR ELECTIONS, TERM OF OFFICE, AND DUTIES OF STATE OFFICERS**

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## **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; and
  - 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 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.

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

**Duties of Officers.** Listed below are the duties of all elected and appointed state 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. Maintain a close and continuing relationship with all state officers, including regularly scheduled one-on-one conversations with each member of the state officer team;
6. Perform other duties for the promotion and development of local, regional, and state activities; and
7. Perform other duties as prescribed by the State Director or Board of Directors.

### State Vice President:

1. Assist the President and other officers in duties assigned to him/her;
2. Assist the Reporter-Historian with writing *Tomorrow's Business Leader* articles;
3. Preside over all chapter meeting and meeting of the State Officer Executive Committee in the President's absence; and
4. Perform other duties as prescribed by the President, State Director, or Board of Directors.

Regional Vice Presidents (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;
3. Develop resources for the website Member Center; and
4. 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 Board of Directors in connection with financial matters, as directed by the Executive Committee;
4. Assist the Reporter-Historian in the writing of press releases for state events/activities;
5. 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
6. 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 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 monthly 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 state chapter's official website following the guidelines prescribed by the 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;
8. Maintain and post to all Maryland FBLA social media accounts following the guidelines prescribed by the Board of Directors; and
9. Perform other duties as prescribed by the President, State Director, or Board of Directors (i.e. produce/edit Five Minute Fridays).

Parliamentarian:

1. Advise the president of the orderly conduct of business in accordance with state 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;
4. Serve as a liaison to Middle Level FBLA; and
5. Perform other duties as prescribed by the President, State Director, or Board of Directors.

# CODE OF CONDUCT

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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, text messaging and phone daily and respond to all FBLA related e-mail, text and 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 or appointed as a state officer for Maryland FBLA, you are expected to carry out all responsibilities in accordance with these statements and understand that you may be removed from office at any time by the FBLA Board of Directors if you do not completely adhere to these established standards for State Officers. These standards and regulations apply to all official and unofficial FBLA activities during my term of office.

# **CODE OF ETHICS**

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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.

If elected or appointed as a state officer for Maryland FBLA, you are expected to carry out all responsibilities in accordance with these statements and understand that you may be removed from office at any time by the FBLA Board of Directors if you do not completely adhere to these established standards for State Officers. These standards and regulations apply to all official and unofficial FBLA activities during my term of office.

## **REQUIRED EVENTS AND ACTIVITIES**

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If elected or appointed as a state officer for Maryland FBLA, you are expected 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. Dates/timeframe of events are listed in the State Officer Application.

- Organizational meeting with your state officer team **(Required)**
- National Institute for Leaders **(Required)**
- National Leadership Conference **(Required)**
- State Officer Training **(Required)**
- State Fall Leadership Conference **(Required)**
- National Fall Leadership Conference **(Required)** during years when the NFLC is located in Baltimore or Washington, DC and **Optional** in years when NFLC is not held in Baltimore or Washington, DC)
- State Leadership Conference **(Required)**
- State Executive Meetings/Calls (approximately 1 per month on weekdays or weekends) **(Required)**
- Local Chapter Visits (approximately 5 visits during school year) **(Required)**
- Regional Leadership Conference **(Required)**
- Organizational meeting with the state officer team following your team **(Required)**
- Earn the Future, Business and Leader levels of the Business Achievement Awards; if all three have already been earned before becoming a state officer, then America must be completed **(Required)**
- Earn the Community Level (50 hours) of the National Community Service Awards; if a level has already been earned before becoming a state officer, then the next level must be earned (the Service level at 200 hours and/or the Achievement Level at 500 hours) **(Required)**
- Obtain five (5) new Professional Division Members **(Required)**



# **TRANSPORTATION REQUIREMENTS**

As a state officer you will be required to visit local chapters around the state as well as attend conferences, meetings and other events as listed in the State Officer Handbook and Code of Conduct. 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.

# **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 Officer Coach and others. State officers must be able to access e-mails and texts on a daily basis and be accessible by telephone (preferably by cell phone). State officers must respond to FBLA related e-mails, texts, and telephone calls within 24 hours or sooner.

# **UNIFORM**

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).

# **CAMPAIGN RULES AND REGULATIONS**

**Official Campaign Start.** Official campaigning for all elected offices will begin immediately following the Candidate Session on the first day of the SLC. 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, social media sites (including but not limited to Facebook, Twitter, Instagram, etc.), 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.** All state officer application materials will be reviewed 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 preliminary candidate acceptance will be e-mailed to all candidates and chapter advisors.

**\*\*NEW for 2019\*\* Candidate Interview and Screening Meeting.** All candidates for elected and appointed office must attend a Candidate Interview and Screening Meeting on Saturday, February 23, 2019. The time and the location of the meeting will be provided to all candidates upon preliminary acceptance of their State Officer Application materials. Candidates that are not able to attend this meeting will be disqualified from state office.

The purpose of the Candidate Interview and Screening Meeting is to learn more about each potential candidate for state office. Upon preliminary acceptance of all state officer application materials, all candidates will be provided with a request for additional qualifying information based upon the office sought. These materials must be completed and submitted in advance of this meeting. The additional qualifying information may include, among other subjects: writing conference remarks; writing an article for submission to a publication; writing a press release or short newsletter; demonstrating the ability to edit web content and manage social media; writing a business letter; knowledge of Parliamentary Procedure; etc.

Each candidate will: 1) be interviewed by the Candidate Screening Committee (comprised of members of the Board of Directors, the State Officer Advisor, and the State Officer Coach); 2) deliver a prepared speech to the Committee (speech content to be provided); 3) discuss their additional qualifying information as described above; and 4) complete an objective test on general knowledge of FBLA-PBL.

Upon completion of the Candidate Interview and Screening Meeting, each candidate will be notified with regard to their full acceptance as a candidate for state office and can begin preparing their campaign and campaign materials. Candidates that do not meet minimum criteria as set by the Candidate Screening Committee and based on their performance at the candidate interview meeting will be disqualified from being a candidate for state office.

**Candidate Meeting at the SLC.** All candidates for elected and appointed office must attend the Candidate 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 campaign 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 or before 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 the due date listed in the State Officer Application. Upon review of all campaign materials, the Candidate Screening Committee will send an email to each candidate and advisor stating that the materials are acceptable or note any issues/problems with any of the materials described by the candidate and reviewed by the Candidate Screening Committee.

- 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.

- Final copy of financial statement (see Appendix 3 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.

- Campaign booth materials, handouts, and giveaways. Candidates must include a description and/or picture of any items that will be given away at the campaign booth to generate name recognition. This includes, but is not limited to, campaign literature (brochures, cards, handouts), name badge ribbons, candy, or any other promotional item. 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 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 office 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 be given at the Candidate Interview and Screening Meeting and will administered again during the Candidate Meeting at the SLC. Results of the test at the SLC 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, including those for Parliamentarian, will be introduced during the Opening General Session and 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 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. All officer candidates must be present. Prior to the election, each officer candidate will be introduced. Parliamentarian candidates must also attend this session and 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 prescribed 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.

**Institute For Leaders Training at the NLC.** All state officers are required to attend this training session that occurs before the NLC.

**Maryland State Officer Training.** State Officer Training provided by MSDE is required for all officers.

**Submitting the State Officer Application.** Applications must be certified by the candidate's local chapter advisor, CTE director, principal, and parent/guardian. The Maryland FBLA State Officer Application Certifications must be uploaded as directed in Appendix 1 of this document.

**Officer Vacancies.** If no applicants file for a specific office by the application 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 and announced by the Board of Directors. 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.

# APPENDIX 1

## List of State Officer Application Materials Required for Submission

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

Completed	Document
	<p><b>1. State Officer Application online form</b>            --Using the link provided below, complete the online form and upload the documents listed in Items 2-6 below.  <a href="https://mdfbla.wufoo.com/forms/2019-md-fbla-state-officer-application/">https://mdfbla.wufoo.com/forms/2019-md-fbla-state-officer-application/</a></p>
	<p><b>2. State Officer Application</b>            --Complete application electronically. Handwritten entries will not be accepted.            --Save completed document as a PDF.            --File format must be as follows: SOA-Office-LastNameFirstInitial.PDF            --Upload the PDF via the online form in Item 1 above.</p>
	<p><b>3. State Officer Application Certification (signatures)</b>            --Print the State Officer Application Certification document.            --Obtain the required signatures.            --Scan the completed document as a PDF.            --File format must be as follows: Cert-Office-LastNameFirstInitial.PDF            --Upload the PDF via the online form in Item 1 above.</p>
	<p><b>4. Essay on why you are seeking state office (include specific goals for office sought)</b>            --Save the essay as a PDF.            --File format must be as follows: Essay-Office-LastNameFirstInitial.PDF            --Upload the PDF via the online form in Item 1 above.</p>
	<p><b>5. High School Transcript</b>            --Scan all pages of the transcript as a PDF (identify business courses by circling or underling them on the transcript).            --File format must be as follows: Transcript-Office-LastNameFirstInitial.PDF            --Upload the PDF via the online form in Item 1 above.</p>
	<p><b>6. Resume</b>            --Save the resume as a PDF.            --File format must be as follows: Resume-Office-LastNameFirstInitial.PDF            --Upload the PDF via the online form in Item 1 above.</p>

\*\*File format for 'Office' is: President; VP; SecTreas; RepHist; Parli; R1VP; R2VP; R3VP; R4VP; R5VP.

\*\*File format examples: SOA-VP-JonesD.PDF; Cert-R1VP-DoeJ.PDF, Resume-Parli-SmithP.PDF, etc.

Once all items are submitted, the Candidate Screening Committee will review the materials. The candidate and chapter adviser will receive a Notice of Candidate Acceptance if the candidate is approved through this preliminary review. All approved candidates will be required to submit a sample and/or descriptions of all campaign materials, including a Financial Statement and supporting documentation, as described in this Handbook and in Item 7 below.

	<p><b>7. Campaign Materials, including complete Financial Statement and supporting documentation must be received by the date listed in the Table of Contents of this Handbook). Note that this information is NOT turned in with the State Officer Application. It is turned in after submitting your application and Notice of Candidate Acceptance is provided to the candidate and chapter advisor.</b>            --Instructions are provided in Appendix 2.</p>
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# APPENDIX 2

## **Campaign Materials Submission Instructions**

A link to the online form where campaign materials are to be uploaded will be provided when the candidate and chapter advisor receive the Notice of Candidate Acceptance e-mail. A full definition of the items below is included in the “Campaign Rules and Regulations” section of this Handbook. The following documents will need to be uploaded as separate documents in the format listed below:

### **Campaign Speech**

- Attach one PDF document of your final campaign speech.

### **Financial Statement (including receipts)**

- Attach one PDF document of the completed one page Financial Statement (this must be the first page of this document) and receipts and/or supporting documentation. See Appendix 3 for a financial statement template.
- Scan copies of all of your receipts and/or supporting documentation to support each expense listed in your financial statement. Copies of these items should be included, on as many pages as necessary, behind the financial statement. Clearly label, by writing next to each receipt, what items are covered on each receipt.
- For example, page 1 will be the financial statement and page 2 and beyond will be copies of the receipts/supporting documentation.

### **Campaign booth materials, handouts, and giveaways.**

- Attach one PDF document of campaign booth materials, handouts, and giveaways. This includes the final copy of your campaign brochure, literature sheet(s), or other printed handouts/items. In addition, candidates must provide a written description or photos of any panel boards, banners, posters, or other decorations in the campaign area. Also, include the description and picture of any other items that will be given away at the campaign booth (candy, name badge ribbons, etc.).
- If you have multiple items to show, you must combine them into one PDF for purposes of uploading to this site.
- Create a divider sheet for each item and label each divider sheet with the name of the document that will follow that page.
- For example, if you have a campaign brochure, panel board, and campaign poster, as well as are giving out name badge ribbons and candy, you will have five divider pages (one labeled “Campaign Brochure” and following that divider page you will put the final copy of your campaign brochure, the next divider page will be labeled "Panel Board" and following that divider page you will put a picture or written description of the panel board, the next divider page will be labeled "Campaign Poster" and following that divider page you will put a picture or written description of the panel board, and so on).

### **Audio Visuals**

- If you will be using audio visuals at your booth, attach one PDF document of the description of any audio visuals that will be used.
- If you are not using audio visuals at your booth, you are not required to upload a PDF document.

Failure to follow all Campaign Material Submission Instructions may result in disqualification.

# APPENDIX 3

## Maryland FBLA State Officer Candidate Financial Statement Template

Candidate Name: \_\_\_\_\_ Candidate Office: \_\_\_\_\_

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

Source	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	\$ _____ <b>A</b>

### DONATED ITEMS (Material Items)

(estimate Fair Market Value for each item listed)

Item	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$ _____ <b>B</b>

### EXPENSES (Cost of items purchased)

(must attach receipts/supporting documentation for each amount listed)

Item with receipt	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$ _____ <b>C</b>

**A - The total of A must equal C.** This shows where the money came from to pay for your expenses. If you have expenses listed, you must list revenue.

**B and C - The total of B + C cannot exceed \$500.** \$500 is the maximum allowed to be spent and/or received as donated items (at “fair market” value).

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Local Advisor Signature

NOTE: The above is an example of the Financial Statement. **Candidates must download and complete the Microsoft Excel version of the Financial Statement from the Maryland FBLA website. No other versions or modifications to the Financial Statement will be accepted.** The spreadsheet can be found on the website with the other state officer candidate documents. 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. Keep a copy of this completed form only to place on the right hand corner of your campaign booth.

# APPENDIX 4

## Maryland FBLA Regions

<b>Region</b>	<b>Counties</b>
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