



MINNESOTA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

Executive State Officer Candidate Guide

SECONDARY DIVISION

Updated as of January 2024

MEMORANDUM

To the Secondary Chapters of Minnesota Business Professionals of America:

The following packet contains important information concerning MN BPA State Officer Candidacy. Ensure that you completely review the State Association Information section of this handbook pertaining to your duties in relation to State Officer Candidates. Review the Election Information section for information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for state.

Elections will be held annually at SLC with those officers serving from close of NLC to the following NLC.

Officers elected for this term will serve from election thru NLC 2025.

Important Reminders:

1. Candidates should print the *Candidate Checklist* in the forms section of this handbook to ensure completing of all required documentation.
2. Candidates who submit incomplete or late application forms and materials will be automatically eliminated (all items included on *Candidate Checklist*).
3. No handwritten documents will be accepted. All candidate information must be keyed.
4. All candidate information must be submitted to State Office no later than February 15.
5. Candidates running for state office need to have a navy blazer with a BPA patch by SLC to wear during SLC. Please make certain the blazer is an appropriate size.

Included are:

1. Handbook to be used for MN Secondary BPA
2. Candidate forms

If you have any questions or concerns, please do not hesitate to contact Jackie Schiller, State Executive Director, 218.847.5355 or jackie@tekstar.com.

All required materials are to be placed in their personal dropbox provided by MN BPA no later than February 15 at 11:59 PM.

TABLE OF CONTENTS

GENERAL INFORMATION	2
Purpose	2
Policy and Procedure.....	2
Executive Council	2
CANDIDATE INFORMATION	5
Application Qualifications:	5
Application Procedures:	5
Application Materials:	5
Application Review:.....	6
Notification of Eligibility:.....	6
Campaign Regulations:.....	6
ELECTION INFORMATION.....	9
Voting Delegate Allocation.....	9
Voting Delegate Responsibilities.....	9
Voting Delegate Procedures.....	9
Primary Election Procedures	10
General Election Procedures.....	10
ELECTION SESSIONS	11
Campaign Briefing Meeting.....	11
Officer Candidate Briefing Meeting	11
Campaign Rally	11
Second General Session/Primary Election	12
Region Caucus/Final Election	12
Officer Candidate Interviews	12
Closing Session (Installation of Officers).....	12
New Officer Orientation.....	12
CHAPTER INFORMATION	13
Number of Candidates per Division	13
Screening Procedures.....	13
Responsibilities.....	13
CANDIDATE FORMS.....	14
State Officer Candidate Nomination Form	15
State Officer Code of Ethics	16
Removal from Office Form	17
Candidate Check Sheet.....	18

GENERAL INFORMATION

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the State Officer Election for prospective state officer candidates and Chapters at the State Leadership Conference (SLC). Electronic copies are provided to chapters to distribute to state officer candidates, campaign managers, and voting delegates.

Policy and Procedure

Information in this handbook is used for MN Secondary BPA and was taken from the *Business Professionals of America Policies and Procedures Manual* as well as the organization's *Constitution and By-Laws*.

A copy of *Business Professionals of America Policies and Procedures Manual* can be found at www.mnbpa.org.

Executive Council

Definition and Role

State officers are known collectively as the "Executive Council". They are the student representatives for the state membership. They represent the state organization at various conferences and meetings during their term of office and may make recommendations to the State Board as well as to the members of their division. They are in charge of meetings at the Fall and State Leadership Conferences.

Structure

Secondary Division: The Executive Council is composed of six (6) officers who are elected annually at the State Leadership Conference.

1. President
2. Executive Vice President
3. Vice President of Communications
4. Vice President of Membership Outreach
5. Vice President of Development
6. Vice President of Specialized Activities

Duties

Secondary Division:

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the Executive Council, or in the adopted parliamentary authority.

- A. Duties of the President. The President shall:
 1. preside at all business meetings
 2. preside over the Executive Council meeting
 3. develop the Executive Council program of work for the term of office and ensure task completion

4. serve as the point of contact for national level news and communication
5. be present for each meeting of the MN BPA Board of Directors to cast the Executive Council vote
6. serve as the student liaison for the Alumni Division

B. Duties of the Executive Vice President. The Executive Vice President shall:

1. serve in any capacity as directed by the President
2. serve as an ex-officio member of all committees
3. accept the responsibilities of the President as occasions may demand
4. submit monthly reports to the President on association activities
5. disburse information to the region presidents concerning state association approved awards programs
6. preside over state association social media accounts
7. preside over the state association Torch Awards Program

C. Duties of the Vice President of Communications. The VP of Communications shall:

1. serve in any capacity as directed by the President
2. record the minutes of all meetings of the membership and Executive Council
3. submit a monthly written report of the Executive Council's activities to the State Executive Director
4. compile all reports to the Board of Directors at the beginning of each month
5. be the point of contact for seminar speakers at State Leadership Conferences

D. Duties of the Vice President of Outreach. The VP of Outreach shall:

1. serve in any capacity as directed by the President
2. compile information for the state website "student" tab and update regularly with content
3. organize and allocate student Executive Council funds
4. lead membership outreach campaigns and initiatives

E. Duties of the Vice President of Development. The VP of Development shall:

1. serve in any capacity as directed by the President and work closely with the President and State Executive Director to encourage maximum publicity by all chapters
2. maintain a file of published releases and prepare materials for use during conference
3. be responsible for obtaining articles for the state association newsletter
4. oversee state association approved special awards

F. Duties of the Vice President of Specialized Activities. The VP of Specialized Activities shall:

1. serve in any capacity as directed by the President
2. serve as the official student representative in planning, organizing, and conducting statewide activities, and writing related scripts as necessary
3. organize Special Olympics fundraiser and other state service projects
4. lead the organization of the networking lounge at the State Leadership Conference
5. serve as the point of contact for members on the MN BPA website

Responsibilities

State Officers must comply with policies and procedures as established by the Board of Directors. Specifically, state officers shall:

- Attend all meetings as scheduled including monthly meeting held Monday thru Friday between 7 am & 4 pm. .
- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership, not those of the individual officer.
- Maintain correspondence with keyed, proper style communications.

- Wear the organization's **official blazer** when representing Business Professionals of America.
- Submit a monthly report of participation in organization activities to the State Office.
- Fulfill their responsibilities but shall not let them interfere with continuing their education.
- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate.
- Participate in competitive events at the SLC, if qualified; but such participation shall not preempt SLC duties.
- Forward all requests for services to the State Office for scheduling.
- Notify the State Office immediately of circumstances which prevent carrying out an assignment.
- Be reimbursed for expenses incurred while performing approved services for the association.
- Be available to represent the organization as requested and approved by the State Office.
- Abide by the Code of Ethics as established by the Executive Board of Directors.

CANDIDATE INFORMATION

Application Qualifications:

The student candidate for state office in the Secondary Division must meet the specific qualifications below.

Approval of Local Chapter -- The candidate must have written approval of the local chapter (letter of recommendation from Chapter Advisor required).

Membership

The candidate must be a current, dues-paid, active member in good standing and be an underclassmen – seniors are not eligible to run as term would be served when they were graduated.

Enrollment

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

Grade Point Average

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

Term of Office

The candidate cannot serve as a regional and/or state office except to complete a term by the fall conference. The term of office is no more than a total of two years.

Application Procedures:

- Candidates for offices DO NOT DECLARE A SPECIFIC OFFICE; they will rank their preference of offices on the Nomination Form. The six (6) secondary candidates receiving the highest number of votes will be placed in specific offices by the Placement Committee.
- Candidates will campaign for the opportunity to serve Minnesota Business Professionals of America.
- The candidate will complete all forms and materials specified in the *Candidate Checklist* section and mail to the State Executive Director by the State Association designated deadline and place in their personally provided dropbox.

Application Materials:

Forms Provided to Candidate (See Candidate Forms Section)

1. Officer Nomination Form (must be signed by appropriate advisors)
2. Officer's Code of Ethics (must be signed by candidate)
3. Officer Causes of Removal Form (must be signed by candidate)
4. Checklist (must be signed by candidate and appropriate advisors)

Materials to be Supplied by Candidate

1. Candidate's letter of application, including the candidate's reason(s) for applying, are to be placed in their personal dropbox provided by MN BPA.
2. Chapter Advisor's letter of recommendation
3. Candidate's resume which includes candidate's career objective (one page, maximum, keyed on 8½ x 11 inch paper)
4. Candidate's statement of 100 words or less stating his/her name and why he/she wishes to be a candidate for office (candidates cannot mention a specific office). The statement must be emailed as a Word attachment to jackie@tekstar.com **as well as placed in the dropbox**. These 100 word statements or less will be published and provided to voting delegates as submitted by the candidate.
5. Official school transcript including grades of all subjects taken the previous year and the first semester or quarter of the current year. If school policy prohibits the distribution of "official" transcripts to students, the candidate must request the transcript be sent to the State Executive Director by the State Association deadline and must mail a copy of such request with candidate materials.
6. A color photograph at least wallet sized placed in drop box.

Application Review:

- Each candidate's application forms and materials will be carefully reviewed for accuracy and completeness.
- Candidates who submit **incomplete** or **late** application forms and materials **will be automatically eliminated from consideration as a candidate**. **ALL MATERIALS MUST BE IN THEIR PERSONAL DROPBOX BY 11:59 PM ON FEBRUARY 15.**

Notification of Eligibility:

- All candidates will receive notification from the State Office concerning the status of their application for state officer candidacy.
- Notification will be made by the State Officer directly to the state officer candidate and the Chapter Advisor.
- Notification will be made no later than two (2) weeks prior to the State Leadership Conference.

Following notification of eligibility, the candidate will:

- Thoroughly review all information contained within this handbook.
- Prepare campaign materials, including speech.
- Prepare and type a list of expenditures for campaign materials
- Attend all campaign/election sessions and activities at SLC

Campaign Regulations

Responsibility

- The candidate must have an official BPA blazer to wear throughout the campaign.
- The candidate is required to have a campaign manager.
- The candidate, his or her campaign manager, state association voting delegates, members, advisors and state advisors must observe all campaign regulations.
- Failure to do above may result in disqualification of the candidate.

Campaign Manager

- The campaign manager must be a current dues paid, active member in good standing, of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must attend the campaign briefing meeting with the candidate.
- The campaign manager may **not** serve as a voting delegate or alternate voting delegate.
- The campaign manager is allowed to use business cards.

Expenditures

- A maximum expenditure of \$200 per candidate may be made used for the campaign rally.
- The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the presiding officer at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value. Each candidate will be allowed one easel that does not have to be added to the expense report.
- Candidates will be allowed to use up to a 17" battery computer or tablet during the campaign rally. The computer would need to be listed on the expense report but would not be an expense item.
- **Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.**

Campaign Speech

- Shall be limited to two (2) minutes.
- The officer candidate will give an individual statement of qualifications and their platform.
- Candidates may not refer to any office by name.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are **not** allowed.
- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names drawn by current state officer team or state staff. No announcement of the order of speeches will be made prior to the session.

Campaigning

- Prior to SLC –
 - No campaigning may be conducted between regions or local chapters prior to the SLC with the exception of social media, which can be used once the candidate has been officially slated.
- **At the SLC**
 - Distribution of materials or display of posters or flyers is allowed during the Campaign Rally ONLY. Materials may not be distributed before this time (this does include the candidate's own state).
 - All materials must be contained within the Campaign Rally Room. Campaign materials may not be distributed, displayed, or posted at any time in any conference property.
 - Candidates may passively campaign (meaning they may answer questions if asked by a member) but may not actively campaign.
 - Campaign Rally
 - Helium balloons, any glitter product, adhesives and confetti are **not** permitted in the Campaign Rally. Stickers are not to be handed out at any time.

- Each candidate will be provided with space, including one (1) table and two (2) chairs, to set-up and distribute campaign literature. Candidates will draw for allocation of specific locations within the room during the Candidate Briefing.
- Posters may be hung on the table or displayed on an easel next to the table. Candidates must supply their own easels. (One easel does not have to be listed on the expense list. If you use more than one, you must list others at market value.)
- Candidates will be allowed to use up to a 17" battery computer or tablet during the campaign rally. The computer would need to be listed on the expense report but would not be an expense item.

Complaints

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

ELECTION INFORMATION

Voting Delegate Allocation

BPA Regions will exercise their voting privilege and conduct all business through student voting delegates at the State Leadership Conference. Only student voting delegates may participate in discussion. The number of voting delegates allocated to each Region will be ten (10).

Voting Delegate Responsibilities

Voting Delegates play an important and vital role in the election of state officers. Therefore, it is crucial that all voting delegates including Alternate Voting Delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will...

- Read this Handbook thoroughly; ask questions as necessary, and abide by all campaign/election regulations
- Wear the Voting Delegate ribbon at all times
- Attend all campaign and election sessions and encourage others to attend:
 - Campaign Briefing Meeting
 - General Session (Speeches)
 - Campaign Rally
 - Region Caucuses/Final Election
- Voting and Alternate Delegates are responsible to take a pen or pencil to all sessions.
- Be seated promptly for all sessions at the designated time and place.

Voting Delegate Procedures

- Voting Delegates must be present for roll call in any session involving the state officer election process or other business.

Answering roll call...

When the Region's number is called:

All voting delegates will stand and remain standing until count is verified and delegates are told to be seated.

Head Voting Delegate will go to the microphone, give name of region and announce number of voting delegates present.

"Region x is present with xx voting delegates."

- Only voting delegates may present business for consideration by the Assembly.
- In order to speak, a voting delegate must be recognized by the Chair.
- Gaining recognition to speak:
 - At the appropriate time in the agenda:
 - Voting Delegate will stand, go to the microphone, and address the presiding officer.
 - "Mr. or Madam President" (if the President is presiding) or
 - "Mr. or Madam Chairman" (if another officer is presiding)

When recognized by the Chair:

Voting Delegate will state his or her name, region, and business
“Sally Jones, Region 6. I move that ...”

- All motions and/or resolutions presented must be in writing.

Primary Election Procedures

- If there are 12 or more candidates, a Primary Election will be held. The Primary Election ballots will be cast once the the Campaign Rally is concluded. All registered members may vote.

Primary Election Ballot

- The ballot will contain the names of all qualified candidates for office.
- Students will vote for the number of candidates designated on the ballot. Ballots cast for more than or less than the designated number will be void.

*Secondary Division: Each student will vote for **six (6)** candidates.*

- **Results** will be posted at headquarters. The top ten (10) Secondary Division candidates will become finalists. If there are only eleven (11) candidates, there will be no primary election.

General Election Procedures

- The General Election ballots will be cast at the conclusion of the Region Caucuses. Only Voting Delegates may vote. All votes must be in no later than five (5) minutes after the scheduled conclusion of the Region Caucus or their votes will be nullified. Voting will take place on an electronic platform.

General Office Ballot

- The ballot will contain the names of the candidate finalists.
- Voting Delegates will vote candidate finalists for the Secondary Division
- The candidates with the highest combination of votes will be placed in an officer position.

ELECTION SESSIONS

Penalty for Absence of those “who must attend” is as follows:

Candidate – disqualification

Head Voting Delegate or Alternate Head Voting Delegate – loss of **all** votes for region

Voting Delegates or Alternate Voting Delegates – loss of vote for each absent voting delegate

Voting Delegate Briefing Meeting

Note: The Region Advisor **may not** act for either the Candidate or Head Voting Delegate.

Who must attend: Head Voting Delegates, Voting Delegates and Region Chair or designee

Who may attend: Local Advisor

What will happen:

- Important information will be announced, election procedures discussed, and questions answered at this meeting only.
- Election materials including voting delegate ribbons will be distributed at this meeting. Ribbons may be worn immediately following this meeting.

Officer Candidate Briefing Meeting

Who must attend: Candidates

Who may attend: Local Advisor

What will happen:

- State Officer Guidelines and expectations will be reviewed. Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- Election materials including candidate and campaign manager ribbons will be distributed at this meeting. Ribbons may be worn immediately following this meeting.
- The candidates will take the State Officer Candidate Test.
- Expense reports from the candidates will be collected and verified.
- Candidates will draw for the campaign booth placement.

Campaign Rally

Who must attend: Candidates, Campaign Managers, and All Voting Delegates who wish to vote in the Primary Election (if one is held).

What will happen:

- Conference delegates and advisors will have the opportunity to personally meet and talk with the candidates.
- Candidates and their campaign managers **ONLY** will be allowed time prior to the Campaign Rally to set up materials. Setup time will be listed in the conference program.

General Session/Primary Election

Who must attend: Candidates, Campaign Managers, All Voting Delegates

What will happen:

- Candidates will give prepared speeches. No questions may be asked by Voting Delegates.
- Only registered student members will be allowed to vote in the Primary Election; advisors and other adults may not vote. After the finalists are posted, candidates will receive their state caucus schedules.
- Finalists will be posted following the Primary Election.

Region Caucus/Final Voting

Who must attend: Candidates, Campaign Managers, All Voting Delegates and Region Chair or designee

What will happen:

- Candidates will have appointments at all region caucuses to answer any last questions the voting delegates may have before they vote.
- Regions must stay within the five-minute time limit for the candidate, as measured by the Region Chair or designee.
- Region Associates may question candidates. **The Region Chair or designee must be present and is responsible for making sure that questions asked are appropriate.**
- Voting will take place via app provided by MN BPA.

Officer Candidate Interviews

Who must attend: Candidates

What will happen: Each candidate will go through an interview with the Interview Committee.

Closing General Session (Installation of Officers)

Who must attend: Candidates

What will happen: New officers will be installed during the Closing Session of SLC.

New Officer Orientation – Summer 2024

Who must attend: New Officers - dates will be released following NLC 2024

What will happen:

- Paperwork will be submitted by newly elected officers.
- Information will be given to the newly elected officers in preparation for attending the Summer training session.

CHAPTER INFORMATION

Number of Candidates

A Secondary Chapter may have a maximum of two (2) state officer candidates per division per year.

Screening Procedures

A local chapter is free to develop the screening procedures to be used to arrive at the maximum number of candidates allowed.

Responsibilities

The Chapter Advisor or designated chapter representative shall:

- Distribute this handbook to students who have expressed interest in the state officer election process.
- Establish and publish the deadline for submission of state officer candidate materials to the State Association office.
- Review forms and materials of all applicants for state officer candidacy and screen as necessary to meet the maximum number of candidates allowed per chapter.
- The Chapter Advisor must approve all materials, sign the Chapter Officer Nomination Form, sign the Candidate Checklist, add the Chapter Advisor letter of recommendation, and submit to **the State Office via the drop box linke provided** to be received on or before **FEBRUARY 15**.

CANDIDATE FORMS

This section contains forms referred to throughout the handbook:

- **State Officer Candidate Nomination Form**
 - Needs to be completely keyed. ***No handwritten forms will be accepted.***
 - Needs candidate & local advisor signatures.
- **State Officer Code of Ethics**
 - Needs candidate signature.
- **State Officer Reasons for Removal Form**
 - Needs candidate signature.
- **Candidate Checklist**
 - Needs candidate and local advisor signatures.

Before submitting your completed materials, double check to make sure everything is filled out correctly and completely.

CANDIDATE PACKETS WILL **NOT BE ACCEPTED LATE, INCOMPLETE, OR HANDWRITTEN.**

ALL FORMS MUST BE PLACED IN THE CANDIDATE'S PERSONAL DROPBOX PROVIDED BY MN BPA NO LATER THAN 11:59 PM ON FEBRUARY 15.

MINNESOTA BUSINESS PROFESSIONALS OF AMERICA State Officer Candidate Nomination Form

(Must be keyed)

Please indicate your choice (preference) for State Office, by **placing** a "1" by your first choice of office, "2" by your second choice, etc.

	President		Executive Vice President
	VP of Communications		VP of Membership Outreach
	VP of Development		VP of Specialized Activities

CANDIDATE INFORMATION

Name of Candidate		Phone Number	
Complete Mailing Address			
Email Address			
Parent/Guardian Name-- <i>Please circle one.</i>		Phone Number	
Complete Mailing Address			
Hometown Newspaper			
Complete Mailing Address			
Facebook Profile			
Twitter Handle			
Number of Years in BPA-- <i>including the current year</i>			

SCHOOL INFORMATION

Name of School		Phone Number	
Complete Mailing Address			
Local Advisor's Name		Email Address	
President/Director/Principal-- <i>Please circle one.</i>			

Evidence of leadership ability in school, civic or other organizations:

Name of Organization	Dates From – To	Office Held

The above candidate is a member in good standing of the _____ Chapter of MINNESOTA BUSINESS PROFESSIONALS OF AMERICA. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

Chapter Advisor

Chapter

If elected, I will attend next year's State Leadership Conferences, attend all state meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, and abide by the Constitution and policies of BUSINESS PROFESSIONALS OF AMERICA.

Officer Candidate

STATE OFFICER CODE OF ETHICS

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

To forego all alcohol while involved in official or assigned activities

To forego tobacco while in official dress

To consider romance of any type with other state officers as "off limits" during my year as a state officer

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

To wear official dress when making presentations on behalf of MN BPA

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

To use wholesome language in all speeches and informal conversations

To maintain proper dress and good grooming on all occasions

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

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

To treat all members equally by not favoring one over another

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

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

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

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

(Signature) _____

(Date) _____

STATE OFFICER REMOVAL FROM OFFICE FORM

A state officer may be declared "inactive" and/or removed from office in the following situations.

Declaration of "inactive" status and possible removal from office for:

1. Failure to attend the SLC for other than an emergency or medical reason.
2. Failure to attend required State Officer meetings including regular meetings.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Office and/or the Executive Council.

Immediate and automatic removal from office for:

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

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Business Professionals of America as well as the State Officer Coordinator(s).

I understand if removed, I will immediately return all materials purchased by MN BPA. This includes officer uniform, state officer pin, etc.

(Candidate Signature) _____

(Date) _____

Candidate Checklist

- Candidate's Letter of Application**
- Candidate's Nomination Form** *(signed by candidate and local advisor)*
- Candidate's Resume** *(1 page and must include career objective)*
- Candidate's 100-Word Statement**
- Email Word attachment of Candidate's 100-Word Statement** – in word doc not pdf
- Chapter Advisor Letter of Recommendation**
- Official Transcript**
- Code of Ethics** *(signed by candidate)*
- State Officer Reason for Removal Form** *(signed by candidate)*
- Color Photo** *(Wallet size or larger)*
- Completed MN BPA CANDIDATE WORKSHEET** *(last page of this packet)*
- Candidate Checklist** *(signed by candidate & local chapter advisor)*

I understand all items listed on the checklist must be properly submitted by FEBRUARY 15 by 11:59 pm CST or the candidate will be disqualified. **(PLACED IN THE PERSONAL DROPBOX PROVIDED BY MN BPA)**

Officer Candidate

Local Advisor

MN BPA CANDIDATE WORKSHEET

(Total of 100 points)

WHO'S WHO (15 points)

1. Name the MN State Executive Council & their Offices. 10 points
2. Who is the State Executive Director? 1 point
3. Who is the Chair of the State Executive Board of Directors? 1 point
4. Who is the Minnesota CEAC (Classroom Educators Advisory Council) Representative? 1 point
5. Who is the Vice Chair of the State Executive Board of Directors? 1 point
6. Who is the National Executive Director? 1 point

INFORMATION & HISTORY OF THE ORGANIZATION (56 points)

7. What are the four divisions of the association? 4
8. When and where was the organization established? 2 points
9. How many state associations is the national organization comprised of? 1 point
10. Who makes up the State Association Advisory Council (SAAC)? 1 point
11. What does CEAC stand for? 1 point
12. Where is the state office for Minnesota Business Professionals of America located? 1 point
13. How many **active** regions comprise Minnesota BPA? 1 point
14. How much are national dues for the secondary level? 1 point
15. What is the online newsletter of Business Professionals of America? 1 point
16. What does each of the words in our organization's name mean? 3 points
17. Name the organization's colors and explain what each represents. 6 points
18. What was our organization's name prior to Business Professionals of America? 1 point
19. Where is the National Leadership Conference this year? 1 point
20. What is the organization pledge? 10 points
21. Explain the significance of each part of the emblem? 5 points
22. Name the torches in the torch awards program. 9 points
23. What is the BPA Marketing & Public Relations Award? 1 point
24. What is the Chapter Activities Award of Excellence Award? 1 point
25. What is the Social Media Award? 1 point
26. What is the Professional Cup? 1 point
27. What are at least five main goals (purposes) of the organization? 5 points

PARLIAMENTARY PROCEDURE (23 points)

25. Name the five types or classes of motion. 5 points
26. Which type or class of motion affects the way a main motion is handled? 1 point
27. Which type or class of motion takes precedence over all other motions? 1 point
28. What motion may be used to "kill" a motion without bringing it to a vote? 1 point
29. A member who questions the results of a vote uses what motion? 1 point
30. Name the five ways to amend a main motion. 5 points
31. May the president discuss a motion that is on the floor: and if so, what must he or she do? 3 points
32. Name the five methods of voting. 5 points
33. Which method of voting is used most frequently? 1 point

TRUE OR FALSE (6 points)

34. Point of order is debatable.
35. A motion to amend the main motion is amendable.
36. A motion to take a recess is a subsidiary motion.
37. Previous question is debatable.
38. In the secretary's minutes, personal opinions of the members are included.
39. The names of the maker of the motion and the seconder should be recorded in the secretary's minutes.