

Approved Revised 2020

## 2021-2022 REGIONAL ELECTIONS PROCEDURES

The usage of the phrase “State Bylaws” refers to *Missouri Association Family, Career and Community Leaders of America State Bylaws, Revised 2017*.

The usage of the term “chapter” refers to affiliated FCCLA chapters. The term “affiliated” means paying all regional, state and national dues by the required affiliation deadlines.

Regional Associations will use the following Regional Elections Procedures. It is expected that all regional presidents will implement the following procedures as approved by the State Executive Council, as required in the State Bylaws.

### REGIONAL EXECUTIVE COUNCIL AND OFFICERS

Up to twelve (12) regional officers may be elected by the voting delegates. According to State Bylaws, Article V, Section 6A, regions shall have six (6) required officers represented on the regional executive council. Item 7 under this same section allows for other regional officers as deemed necessary by the regional association. Up to six (6) discretionary officers may be elected.

The Regional Executive Council shall be composed of the elected regional officers, and a state officer candidate. At a maximum, the Regional Executive Council would consist of twelve (12) regional officers, one (1) state office candidate, for a total of thirteen (13) members. Regional Executive Councils shall not exceed thirteen (13) members.

Number	Office	Status
1.	State Officer Candidate	Required
2.	President	Required
3.	Vice President	Required
4.	Secretary	Required
5.	Treasurer	Required
6.	Reporter	Required
7.	Parliamentarian	Required
8.	Regional Officer	Discretionary
9.	Regional Officer	Discretionary
10.	Regional Officer	Discretionary
11.	Regional Officer	Discretionary
12.	Regional Officer	Discretionary
13.	Regional Officer	Discretionary

### NUMBER OF CANDIDATES PER CHAPTER

Each chapter will be eligible to present three (3) candidates for election. These three candidates may seek regional offices or state officer candidate. Any combination of candidates would be possible for a chapter as long as the total number of candidates presented by the chapter does not exceed three (3).

### CANDIDATE OPTIONS AND OFFICER QUALIFICATION FORMS

All candidates must submit the appropriate officer qualification forms and documentation (for the current year) prior to December 18<sup>th</sup>. Candidates have the option of submitting state officer and regional officer qualification forms. Candidates who have chosen this option of submitting both of the qualification forms may continue in the order of elections if desired. Therefore, a candidate not elected as a state officer may be presented as a candidate for regional officer. Only candidates who have submitted the appropriate officer qualification forms may participate in this option.

### ORDER OF ELECTIONS

Candidates will be presented, and elected, in the following order:

Order of Presentation and Election	Office
First	State Officer Candidate
Second	Regional President and Vice President
Third	Regional Officers

## **GUIDELINES AND REQUIREMENTS FOR ELECTIONS**

Each region is required to administer an FCCLA Knowledge Test to all candidates running for office. The FCCLA Knowledge Test should consist of 25 questions based on the current Missouri FCCLA Officer Study Guide. The candidates *should* score 70% or above to be considered as a State Officer Candidate or Regional President candidate. The remaining regional candidates will take the test without the requirement of meeting a specific score. Along with the FCCLA Knowledge Test, each region must determine a topic and require their candidates to present a speech of at least 1 minute long, but not exceeding 3 minutes. After the candidate presents his/her speech, they are required to answer a situational question.

### **ELECTION OF REGIONAL PRESIDENT, REGIONAL VICE PRESIDENT AND OTHER OFFICERS**

Candidates desiring the position of regional president must indicate this preference on the officer qualification form. Once the voting delegates have cast the votes, the regional president candidate receiving the highest number of votes is elected as regional president. The regional president candidate receiving the second-highest number of votes is elected as regional vice president.

Should there be only one candidate for regional president, the regional officer candidate receiving the most votes is elected the regional vice president.

Selection or assignment of all other regional offices may be determined by procedures established by the regional associations and/or regional executive council.

### **CONSECUTIVE TERMS OF OFFICE**

A member may run for regional office as long as they are eligible and meet the qualifications and guidelines as set forth in the State Bylaws. A member may serve more than one term of office on either the regional or state executive councils, provided they are elected each year through the regional elections process. National Bylaws prohibit national officers serving more than one term of office.

### **STATE OFFICER CANDIDATES**

Candidates, who have been elected as their region's state officer candidate, can seek the office of state president or one of Missouri's national officer candidates. State Officer Candidates will indicate if they wish to run for State President or National Liaison during nominating committee interviews. See the *State Officer Candidate's Elections Procedures*.

### **OPTION FOR WAIVER**

If a region cannot fill the required offices as called for by state bylaws or by the election procedures approved by the State Executive Council, the regional president may request a waiver of the procedures from the state adviser. This request may be submitted in writing or in person (via telephone if needed) and should be done prior to the regional elections if at all possible.

### **CAMPAIGNING POLICY – REGIONAL ELECTIONS**

During regional elections, the candidate must be in approved attire as stated in the state approved dress code to run for a regional office or state candidate position. Campaigning, which includes but is not limited to, soliciting/asking for votes, verbal word of mouth, and distribution or posting of printed materials in support of the candidate or bearing the candidate's name, including business cards, fliers, posters, and any material that would give the candidate an unfair advantage shall not be allowed by regional or state candidates or their supporters. Also, it is the candidate's responsibility to keep all social networking sites free of any information pertaining to elections. If a member or chapter adviser of Family, Career and Community Leaders of America feels that an officer candidate has violated this policy, such violation must be reported, in writing, to the adviser to the regional president. Alleged violations must be reported prior to the close of the voting process. This allegation will be investigated by the members of the Regional Executive Council and their advisers and may lead to disqualification. The decision to disqualify shall be a majority vote of the Regional Executive Council members in attendance. (Using first person language is not by itself considered campaigning.)

### **DISQUALIFICATION – UNFAIR ADVANTAGE**

During regional elections, all officer candidates are prohibited from using electronic devices (cell phones, PDAs, iPads etc.), exceptions will be made for virtual elections. If a regional officer feels an officer candidate has violated this policy, such violation must be reported to the adviser of the regional president. Alleged violations must be reported prior to the close of the voting process. This allegation will be investigated by the members of the Regional Executive Council and their advisers and may lead to disqualification. The decision to disqualify shall be a majority vote of the Regional Executive Council members in attendance. The purpose of this policy is to prohibit communication between officer candidates, spectators, voting delegates, or resources which might give the candidate an unfair advantage during the election process.

# **2021-2022 REGIONAL ELECTIONS PROCEDURES**

## **Virtual Elections Modifications**

In the event that regional elections cannot be held in person, the following modifications or considerations should be used to conduct virtual elections.

### **KNOWLEDGE TEST**

Regions will be expected to conduct a knowledge test in some manner. The region may choose to use an online system that will maintain the integrity of online testing or may choose to conduct a live testing interview with each candidate. If an online system is chosen it should be a system that allows a time limit to be set (reasonable time allowed for the question types) and preferably one that prevents candidates from opening other browser windows to maintain integrity. If a candidate encounters technical concerns they should contact the person who is facilitating the online testing. If the region chooses to use an online system then the candidate will need to have a proctor who is NOT the local chapter adviser or other adults who play a critical role in the management of the chapter. If the chapter has more than one candidate participating in elections, all candidates should plan to take the test at the same time and may have the same proctor. If the test must be taken virtually, the proctor should set up a video session with the student in order to proctor/observe the student as they take the test. They should follow similar guidelines as outlined in the live interview option.

If a region chooses to conduct live testing interviews the interview should consist of at least 5 but no more than 15 questions. Questions can be multiple choice or open ended. The interview should be conducted between 2 regional advisers and the student only. The student should be alone in a suitable environment for the nature of the interview. Students will be asked to use the camera to scan the room to check for any other people or items that would give the student an unfair advantage prior to the start of the interview. Advisers of candidates are not allowed to conduct any of the testing interviews. Candidates more than 5 minutes late to their scheduled interview time may receive a 0 for their test. Candidates have the responsibility to contacting their local adviser or testing interviewers if they encounter technical issues that prevent them from being able to attend their scheduled interview time. Interviewers should attempt to reach out to the local chapter adviser if the candidate does not show up for their scheduled interview. Reasonable accommodations may be made to compensate for issues out of the control of all parties involved.

Regardless of the test type selected, candidates should complete the test prior to continuing through the remainder of the election process. When a candidate starts the test they must complete it in one sitting. If a student or adviser violates any of these testing guidelines or is found to have cheated the candidate will receive a 0 and may be subject to disqualification.

### **MEET THE CANDIDATES**

Regions are encouraged to use the many video chat services that are available to allow a live interaction between the candidate and voting delegates. Candidates should still be expected to present a speech as outlined in the Guidelines and Requirements section of this document. Candidates should also be asked a situation question following their speech. Regions may restrict access to the video chat service by allowing only voting delegates and advisers to view the speeches in order to reduce the strain on internet service and the video chat platform. Candidates should NOT be allowed to view other candidate's speeches or situational questions before or after their presentation. Candidates should be alone in a suitable environment for the nature of the presentation. Candidates may wish to stand or sit for their presentation, but should make sure that their voice is picked up by their device microphone so voting delegates can hear them.

Regions should utilize the use of a waiting room where candidates can join the meeting prior to their presentation time. The waiting room should be hosted by an adviser who does not have a candidate participating in the elections process. The waiting room host should have each candidate use their camera to scan the room to check for other people or items that would give the student an unfair advantage. Students may have note cards for their speech if allowed by the region, but are subject to inspection by the waiting room host. Regions may require all candidates to join the meeting at a specific time and remain online throughout the process to verify that the integrity of the process is maintained, or they may pre-schedule presentation times with the expectation that candidates are only in the waiting room prior to their presentation and may leave following their presentation. It is important to consider if candidates have the possibility of being called back and asked a situational question if they drop down to the next election group if they were not chosen for a higher level office.

## **BALLOTS**

Regions should make sure to maintain the validity of election process by only allowing voting delegates of affiliated chapters in attendance of the meet the candidates session to cast ballots in the election process. Regions should conduct a roll call prior to the start of the meet the candidates session to confirm that the voting delegates in attendance are valid (from affiliated chapters and that they have the number of voting delegates as outlined in the bylaws). Regions are also encouraged to use a ballot system that will allow them immediate results so that candidates who are not selected for a position may drop down to the next election if they are eligible and have submitted the proper qualification forms, which is traditional in standard in-person elections.

## **CANDIDATE QUALIFICATION FORMS**

Regions should email officer qualification forms for all candidates that will be presented for elections to voting delegates prior to elections. Qualification forms may be sent to the local chapter adviser for them to distribute to their voting delegates as needed. Regions should make sure to remove or redact any personal candidate information before emailing to local chapters.

## **OPTION FOR WAIVER**

Regions who desire to follow different modifications for virtual elections should contact the state adviser for approval. This is to ensure that the integrity of the process is maintained and that the desired process would allow for equal participation for candidates and voting delegates.

## **NOTIFICATION OF PROCESS**

Regions must communicate the process that they will be using to all candidates and schools within the region at least one week prior to the officer qualification submission deadline so that candidates are aware of the process they will be following before submitting a form, or have the opportunity to withdrawal their form before the deadline. Regions are not allowed to choose a process that would prevent a candidate or affiliated chapters from participating due to local school restrictions because of to the pandemic.