

State Officer Candidate Procedures

1. Complete a State Officer Candidate Resume, Q & A, Agreement and Emergency Medical Treatment Authorization Form, including necessary signatures, for each candidate seeking office.
2. Advisors must sign and submit the State Officer Candidate Notification.
3. Complete all necessary materials. Fax Forms 1, 4 and 5 and email Forms 2 and 3, then mail all forms to Oregon DECA at:

P.O. Box 912
 Jacksonville, OR 97530
 Fax: 971-404-0903
 Email: registration@oregondeca.org

State Officer Candidate Timetable

- January 26, 2012** All forms must be received at Oregon DECA by 5:00 p.m.
- February 26, 2012** The candidate briefing session, officer candidate exam and campaign speech presentation are mandatory activities and will be conducted at the SCDC on Sunday, February 26, 2012. The briefing session begins at 11:00 a.m. and all candidates must be in attendance. In the event a candidate's chapter is not planning to arrive at the SCDC in time for the briefing session, it is the responsibility of the candidate to arrange for transportation, in accordance with his/her school district's policy, to the conference site in time for her/him to participate in the session.
- February 28, 2012** If elected, the candidate is responsible for their own lodging arrangements on Tuesday night.

Elected Offices

President	District I Vice President
Secretary/Treasurer	District II Vice President
Publicity Director	District III Vice President

Eligibility

1. A candidate must be an active member in good standing of Oregon DECA and DECA Inc. by the published deadline date.
2. A candidate should have held or be holding a DECA chapter office, but it is not required.

3. A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the term preceding their running for office.
 4. A candidate must be enrolled in a state approved marketing program and be an active member of the High School Division for the majority of their term of office.
 5. To be eligible to run for a state office each candidate must complete the application, be in attendance at the SCDC, attend the candidate briefing session, take the officer candidate test, deliver a campaign speech, answer one question during the Annual Business Meeting, and follow all election guidelines. The chapter advisor is the only person authorized to initiate state officer candidate proceedings. There are five phases leading to the election of an Oregon DECA State Officer of the High School Division: (I) Nomination, (II) Examination, (III) Campaigning and (IV) Election.
-

I. Nomination

1. Chapter advisors will be notified of the official nomination forms posting to the Oregon DECA Web site. It is the chapter advisor's responsibility to have the nomination forms completed by the candidate and returned to the Oregon DECA by **January 26, 2012**. Each chapter may submit only one candidate for each available office.
2. The forms which must be completed and submitted on or before the deadline are: (a) State Officer Candidate Notification: A listing of all chapter members running for a state office; (b) State Officer Candidate Resume and Q & A: Source of information for Voting Delegates to be published in the "Guide to the Candidates" booklet; and (c) Agreement and Emergency Medical Treatment Authorization Form: Approval and support by all parties concerned for candidates commitment to office.

II. Examination

1. A test for each candidate listed will be administered on Sunday of the State Career Development Conference.
2. The score received on the officer candidate exam will serve to show the candidate's knowledge of the organization and the office sought. Exam scores will be published and made available to all individuals attending the State Career Development Conference in the conference headquarters by 8:00 a.m. on the following day.
3. Test questions will be based on information published on the "Oregon DECA Knowledge Test Guide," which will be made available online at www.oregondeca.org.
4. An adult facilitator, appointed by the executive director, will oversee the state officer elections process.
5. Candidates need to be prepared to give their entire campaign speech to the adult facilitator and a member of the Board of Advisors or an advisor appointed by the Board of Advisors. Advisors or representatives from chapters with members seeking a state office are not eligible to serve in this capacity.

6. Spectators and/or observers are not allowed to be in the room while the candidate presents their campaign speech. If the speech is determined to be inappropriate, the candidate must revise their speech or be subjected to disqualification.

III. Campaigning

1. "Guide to the Candidates" booklets will be available to voting delegates at the State Career Development Conference. A candidate's qualifications should include: experience, scholastic aptitude, responses to published questions, speaking ability, ability to "think on feet" as evidenced by candidate's extemporaneous response to question, appearance, personality, and commitment.
2. Each candidate *must* attend the state officer candidate briefing session at the State Career Development Conference. Important information relative to candidacy will be reviewed. If a candidate is not in attendance, they may be disqualified.
3. Each candidate must give a prepared campaign speech at the State Career Development Conference during the opening session or campaign rally as scheduled.
4. Speeches will proceed in the following order: (1) President, (2) Secretary/Treasurer, (3) Publicity Director, (4) District I Vice President, (5) District II Vice President, and (6) District III Vice President.
5. Presidential candidates are allotted three (3) minutes for a campaign speech, while all other offices are allotted two (2) minutes each. All speeches and/or demonstrations in support of the candidate must be included in the time allotment.
6. Campaign materials must be in good taste. Hotel policies do not allow the posting of campaign materials on hotel walls.
7. Candidates are not allowed to begin campaigning prior to the SCDC.
8. Onsite campaigning by candidates or their representatives may begin at 12:30 p.m. on Sunday and may continue until the ballots have been turned in during the annual business meeting. Throughout their campaign, candidates are encouraged to use handout materials. Campaign tables (one table – 8' x 30") will be made available to each officer candidate. A candidate's campaign committee can begin setting up their booth at 12:30 p.m. on Sunday.
9. Candidates and their campaign teams are responsible for making sure that no campaign materials are left in any rooms or as litter. Failure to adequately pick-up materials may jeopardize candidacy.

IV. Election

1. The state officer election is considered as new business and takes place during the annual business meeting.
2. For the annual business meeting, all voting delegates must be in professional attire, wear their delegate ribbon, arrive promptly and be checked in at the door before the president calls the meeting to order. All voting delegates must be seated in their designated areas

by the start of the meeting. Voting delegates not seated will not be allowed to cast a vote.

3. The State Secretary/Treasurer will supervise the seating of delegates, in order to ensure that only voting delegates are seated in the voting delegate seating area. Voting delegates are apportioned to chapters according to the ratio specified in the "High School Division By-Laws." One individual must be present for each vote cast.
4. A current state officer will introduce each candidate for office. Upon introduction, a candidate will approach the podium and be asked one question by that state officer. The question will pertain either to DECA or to being a state officer.
5. The candidate must answer the question extemporaneously (impromptu). Each candidate will have 30 seconds to consider the question and 1 minute to answer the question. The one (1) minute will begin as soon as the candidate begins speaking.
6. After all candidates are called, voting delegates will have four (4) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer. Candidates may not initiate contact, but may be approached by delegates.
7. Chapter advisors or persons acting in a chapter advisor capacity will not be allowed to participate during the election. Unless disqualified, the previous year's officer or unelected candidate may opt to apply again.
8. A secret ballot vote will be taken. Abstentions will not be counted in the total votes cast; however, "No Votes" will be counted. If any delegate submits a ballot containing votes for a district vice president candidate in a district that is not their own, their vote for any/all district vice presidents will not be counted, including the vice president from their own district.
9. A candidate must receive a simple majority of the votes cast to be declared the winner. If no candidate receives a majority of the votes cast on the first ballot, then a run-off election will be held between the two (2) candidates receiving the highest number of votes.
10. A qualified candidate who is not elected to their first choice office may be re-nominated from the floor one additional time to the office indicated on their State Officer Candidate Resume only if there are no candidates for that office. Voting delegates from another chapter must nominate them.
11. In case of a run-off election or a nomination from the floor, delegates will have two (2) minutes to caucus with their chapter members, members or delegates of other chapters, or contact candidates. Delegates will have one (1) minute to return to their seats when directed by the presiding officer.

12. If no candidate is elected for a specific office, that office may be appointed by the newly elected executive council at its first opportunity and under the advisement of the executive director and state officer coach.
13. Newly elected state officers will be announced and installed at the conclusion of the Grand Awards Session.
14. If elected, the state officer will be responsible for their own lodging on Tuesday night.

State Officer Job Descriptions

All Officers

1. Attend all state officer meetings from start to finish.
2. Plan the Program of Work as a team for the members of Oregon DECA, and work to achieve the goals and objectives set in the Program of Work.
3. Attend all state officer meetings, Western Region Officer Training Camp (WROTC), Oregon Leadership Institute (OLI), and the State Career Development Conference (SCDC). Officers are strongly encouraged to attend the Western Region Leadership Conference (WRLC) and the International Career Development Conference (ICDC).
4. Contribute to the publication of the newsletter.
5. Communicate with the president, team coach(es), executive director, and other appropriate parties on a regular basis.
6. Submit a monthly report about local, regional, and state DECA activities participated in.
7. Assist with the DECA Annual Report.
8. Keep a notebook of all activities during term in office.

President

1. Coordinate the state officer team and conduct all state officer meetings.
2. Provide the communication link between the officer team and other state DECA leadership.
3. Lead the state officer team in setting and meeting all goals set in the Program of Work.
4. Represent the High School Division members at all Oregon DECA Board of Advisors' meetings.
5. Prepare a year-end report of all your activities during your term in office.
6. Serve as policy tender at Oregon DECA Board of Advisors' meetings.

Secretary/Treasurer

1. Keep a permanent record of all state officer meetings and distribute minutes to the officer team.
2. Record minutes of all Oregon DECA Board of Advisors' meetings.

3. Provide an annual report of association finances to the membership.
4. Help in planning all state meetings.
5. Assist the president with the preparation of the year-end report.
6. Assist with the communication between Oregon DECA and its sponsors and volunteers.
7. Participate with the state officer team in other projects as planned.

Publicity Director

1. Maintain the Oregon DECA Web site.
2. Inform the public about DECA through various media outlets.
3. Submit newsletter blog to Oregon DECA with articles written by state officers, chapter members, and business professionals.
4. Photograph all state events and local and district events attended.
5. Participate with the state Officer team in other projects as planned.

District Vice Presidents

1. Communicate with the state association on district and local chapter activities and act as a liaison between the state association and chapters within the district.
2. Coordinate the development of the district Program of Work.
3. Aid local chapters in developing their Program of Work.
4. District vice presidents shall actively recruit marketing students, DECA members, and new chapters.
5. Solicit state officer candidates from the district.
6. Promote DECA to business and industry within the district.
7. Budget and report to executive director all financial transactions.
8. Participate with the state officer team in other projects as planned.

State Officer Candidate Schedule

Sunday, February 26, 2012

11:00 a.m. – 11:30 a.m.	Briefing Session
11:30 a.m. – 12:30 p.m.	Testing
12:30 p.m.	Candidate Booth Set-Up (Each candidate is allowed one table – 8' x 30"; your campaign committee may do this for you.)
1:00 p.m. – 1:25 p.m.	Voting Delegate Meeting
1:25 p.m. – 2:00 p.m. ¹	Campaign Speech Presentations (Candidates Only)
9:00p.m. – 10:30 p.m.	Opening Session - Campaign Speeches
11:00 p.m.	Remove materials from campaign tables
11:30 p.m. – 6:00 a.m.	Curfew

Monday, February 27, 2012

8:00 a.m. – 9:00 a.m.	Candidate Booth Set-Up (one table – 8' x 30")
2:30 p.m.	Please check campaign tables for neatness
6:15 p.m. – 8:20 p.m.	Recognition Awards Session
8:30 p.m.	Annual Business Meeting - Impromptu Question - Election of 2012-2013 State Officers
11:00 p.m.	Candidate Booth Tear-Down
11:30 p.m. – 6:00 a.m.	Curfew

Tuesday, February 28, 2012

6:00 p.m. – 6:45 p.m.	Installation Rehearsal (all candidates attend)
7:00 p.m. – 10:00 p.m.	Grand Awards Session/Dessert - Election Results Announced
10:15 p.m. – 10:45 p.m.	2012-2013 State Officer Team Briefing
11:30 p.m. – 6:00 a.m.	Curfew

Wednesday, February 29, 2012

8:30 a.m. – 11:00 a.m.	2012-2013 State Officer Transition Meeting
------------------------	--

¹ Or until all campaign speech presentations are completed.