

Procedure for Becoming a State Officer

In September, the state office shall post an application for state office on the PA FBLA web site. All candidates must adhere to the PA FBLA State Officer Candidate Guidelines stated in Appendix I, the Election Campaign Guidelines in Appendix J, and the Officer Travel Policy in Appendix K.

To be considered, a candidate shall hold or have held an elective office in either his/her local or regional chapter or a comparable office in an organization on the approved list of national activities released by the National Association of Secondary School Principals and be recommended by the local chapter adviser if running for the office of president, first vice president, secretary, reporter, or treasurer. **A candidate who wishes to run for the office of vice president at large shall have at least two full years remaining as an active member.**

If the prospective candidate meets the qualifications and is willing to accept the responsibilities, he/she should complete the application, sign it, and obtain the signatures of the chapter adviser, his/her parent/guardian, school principal, and the chief school administrator. The completed application must be returned to the Executive Director/State Chairman by the date indicated. The prospective candidate and respective adviser or adviser designee shall view the Podcast and complete the mandatory questions relating to the Podcast content, participate in the officer candidate interviews, and attend the SLC to meet with the orientation committee before being officially nominated. No more than one candidate from a local chapter may campaign for an elected office. A candidate may apply for one elected office or one appointed office--not both.

Before making a decision to run, the member and the adviser should discuss with the school administrator absence from school and travel expenses for transportation, lodging, and meals. Also, please refer to the Anticipated Costs for Upcoming School Year Document that is posted on the PA FBLA web site. Most expenses, other than transportation, of the student member of the committee are reimbursed from the state chapter. **If the school administrator is unwilling to support the member and adviser AND the adviser is unwilling to attend all meetings with the officer, the application should not be submitted.**

A state officer shall be financially liable if he/she resigns his/her position for a reason other than a medical or a catastrophic situation. The State Committee will determine the amount of the financial liability.

The deadline for state officer candidate applications is January 15. If there are no candidates for a state office by January 15, all applicants for all offices by the January 15 deadline and their advisers will be notified of the vacancy and will be given an opportunity to switch to the vacant position. To switch to the vacant position, applicants and their advisers must provide written notification to the PA FBLA Executive Director/State Chairman postmarked/e-mailed no later than January 30.

If there are no applicants by the January 30 deadline, all advisers are to be notified of the vacancy and be given an opportunity to file an application postmarked by February 22. Officers must comply with the Officer Travel Policy as stated in Appendix K.

The state committee may appoint a student as a state officer if a vacancy exists after elections are held at the State Leadership Conference. The state committee may choose from among students not elected to other offices; students from schools with already elected state officers; or by advertising a vacancy.

Parliamentarian

The highest scoring ninth- through eleventh-grade member in the parliamentary procedure written test that is administered during the SLC **who has indicated his/her desire for the office by submitting the completed application by the date indicated, thus obtaining the approval of his/her school as described in the previous paragraphs**, shall be appointed to serve as state parliamentarian during the next school year. All members who are eligible may apply.