
**APPENDIX B
INSTALLATION OF STATE OFFICERS**

	W		Candles		Podium		VP	VP	VP							
	W						AL	AL	AL							
G	W	V	B	Y	O	R	W	P	1	2	3	R	T	S	FVP	P

Outgoing Officers
1 (seated)

2
Newly Elected Officers
(waiting off stage)

4
Leave Stage

3
Remain Standing

SETTING: The room is darkened. Ten candles are arranged on the table in the following order: gray, three white, blue, violet, yellow, orange, red, and white. The white candle nearest the podium should be the tallest. Since the incoming officers will be holding the candles during the installation, perhaps some precaution should be taken for dripping wax. (Small discs of cardboard or the like may be used at the base of the candle.)

The new officers should come forward in the following order: parliamentarian, vice presidents at large (3), reporter, treasurer, secretary, first vice president, and president. Each enters from the lower left corner of the stage when his/her office is announced, stands before the installing officer during the charge, then retires to the opposite end of the table still holding the candle and facing the onlooking members.

Outgoing President: Will the newly elected officers of the Pennsylvania Chapter of Future Business Leaders of America please come forward as I announce your office. (Outgoing president lights tall white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he or she has been elected.

Outgoing Parliamentarian: _____, parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the Pennsylvania Chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings

will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Outgoing Parliamentarian: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the parliamentarian. (Parliamentarian selects gray candle from table, and outgoing parliamentarian lights it with the white candle.)

This gray candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

Outgoing Vice Presidents at Large: (One of the outgoing vice presidents at large should speak for all three.) _____, _____, and _____, vice presidents at large. (The vice presidents at large come forward with the small white candles.) You have been elected vice presidents at large. In selecting you for this office, the members have indicated their desire to have you represent them on the state Executive Committee and speak in their behalf as you participate in the planning and administration of state chapter activities. Will you pledge to accept the responsibilities of this office and represent faithfully the members of each district during 20__-20__?

Vice Presidents at Large: (In unison) I will.

Vice President at Large: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the vice presidents at large. (Each outgoing vice president at large takes the tall white candle and lights the candle held by his/her successor.) The color of these three small candles matches the tall candle. Together they symbolize that you represent all of the members of the Pennsylvania chapters.

Outgoing Reporter: _____, reporter. (Reporter comes forward.) You have been elected reporter of the Pennsylvania Chapter of FBLA. Accepting this office obligates you to publicize the activities of the state chapter. Do you accept this responsibility?

Reporter: I do.

Outgoing Reporter: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the reporter. (Reporter selects violet candle from table and outgoing reporter lights it with the white candle.) This violet candle symbolizes the importance of maintaining proper communications at all levels.

Outgoing Treasurer: _____, treasurer. (Treasurer comes forward.) You have been elected treasurer of the Pennsylvania Chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon requests?

Treasurer: I do.

Outgoing Treasurer: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the treasurer. (Treasurer selects blue candle from table and outgoing treasurer lights it with white candle.) This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

Outgoing Secretary: _____, secretary. (Secretary comes forward.) You have been elected secretary of the Pennsylvania Chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Outgoing Secretary: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the secretary. (Secretary selects yellow candle from table and outgoing secretary lights it with the white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

Outgoing First Vice President: _____, first vice president. (First vice president comes forward.) You have been elected first vice president of the Pennsylvania Chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

First Vice President: I do.

First Vice President: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the first vice president. (First vice president selects orange candle from table and outgoing first vice president lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of this chapter.

Outgoing President: _____, president. (President comes forward.) The members of the Pennsylvania Chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibility is to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Outgoing President: I now declare you, in the name of the Pennsylvania Chapter of FBLA, the president. (President takes red candle from the table and outgoing president lights it with the white candle.) This red candle is the symbol of your duties and obligation to the chapter and its members.

(Outgoing president turns to members.)

You have heard the pledges of your officers. You also must cooperate. Your membership in this organization indicates your willingness to strive to follow the FBLA purposes.

Members of the Pennsylvania Chapter of FBLA, I present to you, your officers for 20__-__. I declare them duly installed to plan and direct programs and activities toward our goals of “Service, Education, and Progress.”

(Lights are turned on and officers are seated. The newly-elected president is then called forward and with a few appropriate remarks; the outgoing president presents the gavel to the new president, who closes the meeting.)