



2023 National Elections Step-by-Step Guide

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What is the National Executive Council?

The National Executive Council consists of 10 elected members who primarily serve as liaisons to the FCCLA membership population. In addition to being the youth governing body of the organization, the council aids in national program development, program implementation, and public relations. These 10 officers are elected annually at the National Leadership Conference through the national election process.

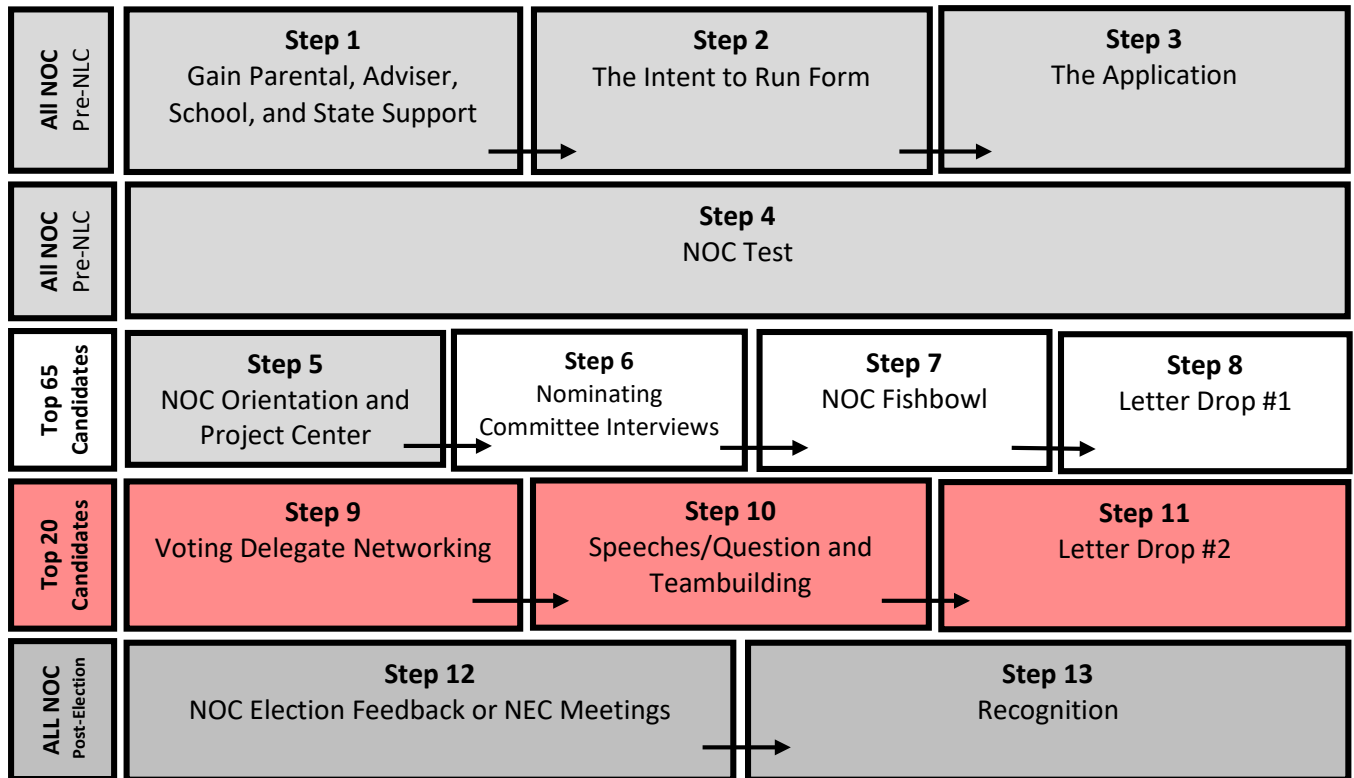
Offices of the National Executive Council

President	First Vice President	Vice President of Community Service	Vice President of Competitive Events	Vice President of Development
Vice President of Finance	Vice President of Membership	Vice President of Parliamentary Law	Vice President of Programs	Vice President of Public Relations

Election Process Terminology:

- **Election Voting Delegate** – one voting delegate from each state who is designated to also vote in the National Executive Council election.
- **Leadership Training Team (LTT)** – FCCLA alumni who conduct leadership and officer training for the national organization and serve as an extension of National Staff.
- **National Consultant Team (NCT)** – FCCLA chapter advisers who conduct adviser training for the national organization and serve as an extension of National Staff.
- **National Executive Council (NEC)** – the 10 FCCLA members elected as national officers.
- **National Executive Council Adviser (NECA)** – the local adviser to a National Executive Council member.
- **National Officer Candidate (NOC)** – an FCCLA member who is running for a national office.
- **National Officer Candidate Adviser (NOCA)** – the local adviser to a National Officer Candidate.
- **National Staff** – the individuals who work at FCCLA national headquarters to serve the national organization.
- **Nominating Committee** – a group of 12 FCCLA members (3 from each region selected by state advisers on an alphabetical rotation of states) who interview National Officer Candidates and select 20 to be voted on by the election voting delegates.
- **Voting Delegate** – FCCLA members who represent their state association in conducting the business of the national organization.

Steps of the National Election Process



Gain Parental, Adviser, School, and State Support

Goal:

- Develop a strong support system for the election process and potential year as a member of the National Executive Council.

Why is this important?

Becoming a member of the National Executive Council will affect the day-to-day lives of many more people than just the officer. Family members may have to make several trips to the airport, teachers will likely have to prepare assignments ahead so that officers can be successful even when they are not in the classroom every day, and chapter advisers assume national responsibilities that correlate to their student’s office. It’s difficult for national officers to be successful without a team of people encouraging them in their endeavor, so the process should begin with a solid foundation of buy-in and support.

Process:

- Talk with parents, the chapter adviser, school administration, and state adviser about the opportunity to run for a national office. Candidates should explain why they are interested, how they believe they will benefit, and their plan for maintaining a good standing in their family, school, and community with the added responsibility. Go over the details of the election process and required NEC travel, making sure all parties understand that national officers frequently travel alone.
- Many states require National Officer Candidates to be nominated through a state process so make sure you understand what is needed to gain the support of the state association.

The Intent to Run Form/The Application

Goals:

- Officially become a National Officer Candidate.
- Verify eligibility, proof of support, and provide contact information.
- Provide information on experience and qualifications.

Why is this important?

The NOC Intent to Run Form and Application are the methods members use to express their interest in national officer elections. It provides National Staff with the information needed to ensure that candidates are eligible to run and enables the staff to include the member in the election process. Application materials also provide the Nominating Committee and election voting delegates with an introduction to the candidate through information about candidate's experience in FCCLA and other areas of their life and recommendations from those who know the candidate well. The application is a candidate's opportunity to show his/her ability to succeed in basic skills, such as following directions and expression of ideas and opinions through writing. Nominating Committee members and election voting delegates will begin to form an opinion of each candidate including his/her qualifications and ability to serve the organization through the application materials. Resumes and essays will be posted online to provide adequate time for review in advance of the National Leadership Conference.

Process:

- Candidates should review the application early, so they know what is expected and can allow plenty of time to complete it in a high-quality manner. Many signatures and recommendations are required, so planning ahead will give everyone time to complete their portion of the application.
- Upon receiving support from the state association, each candidate will complete the online Intent to Run Form, which informs national headquarters of the candidate and allows them to expect his/her application. The form must be submitted April 17, 2023.
- Complete the application according to the directions provided. Review the document several times to ensure it has been done correctly and ask others to proof it as well.
- Compile all of the required recommendations, check for signatures, and retain a copy of the application.
- Complete and upload the application to the link on the FCCLA website by May 1, 2023. **Transcripts should be emailed directly from the school to leadership@fcclainc.org by this date as well.**

Preparation

Goals:

- Ensure that candidates understand the expectations and required sessions of National Officer Candidates.
- Develop a speech related to the topic provided that illustrates the candidate's professionalism, public speaking abilities, and personality.
- Acquire a comprehensive understanding of FCCLA's history, structure, and current opportunities as well as a general understanding of Family and Consumer Sciences and Career and Technical Education.

Why is this important?

Preparation is the key for candidates to successfully complete the election process and be prepared to serve as a national officer.

Process:

- The 2023 speech topic will be posted online in mid-February. Candidates should begin developing speech ideas early and practice as much as possible. Get feedback from others and tweak the presentation as needed.

- Candidates should study the resources listed below. Become comfortable with information about FCCLA both for the test and as preparation for potentially becoming a national officer.
- National Officer Candidates will receive correspondence via email from national headquarters from the day their application is received until the 2023 National Leadership Conference. It is extremely important that candidates read all information sent and share it with their advisers. The information will give instructions for what candidates need to bring to the conference if the meeting is in person and what to do prior to arrival. Make sure to follow these instructions carefully. If the election is held virtually, detailed instructions will be emailed throughout the process.
- An orientation webinar will be held at 6:00 PM EDT Tuesday, May 30, for candidates to receive information about the election process and have an opportunity to ask questions.
- Direct questions to the chapter adviser, state adviser, or national headquarters. Understanding the details and feeling prepared will help candidates do their best during the election process.

FCCLA Resources for NOC Test

- FCCLA National Program Materials
- FCCLA Membership Campaign
- *FCCLA Branding Guide*
- 2022 New Adviser Handbook
- *2023-2024 National Executive Council/Adviser Handbook*
- *2023 National Elections Step-by-Step Guide*
- www.fcclainc.org

What NOC Wear at NLC and Official Election Activities

The official dress at the National Leadership Conference is an FCCLA red blazer and is mandatory at all National Officer Candidate activities, whether in person or virtual.

For the complete conference dress code, please visit the website:

<https://fcclainc.org/attend/dress-code>

For an in-person meeting, all NOCs must be prepared for the installation ceremony at the Closing General Session and will need either a solid white formal floor-length dress or a black suit or tuxedo with a black bow tie and white oxford shirt.

See 2023-2024 National Executive Council/Adviser Handbook for further details.

NOC Test

The DLG Platform will be utilized to host the test. The test will take place virtually before NLC on Tuesday, June 13 at 6:00 PM EDT. The test score will not be provided prior to the speeches.

Goals:

- Discover how much candidates know about the organization.
- If necessary, narrow the pool of candidates down to the 65 individuals who are most qualified.

Why is this important?

National Executive Council members represent the organization to many groups of people from members and advisers to potential partners and policy makers. This responsibility requires a comprehensive knowledge of the organization and the Nominating Committee and voting delegates need to understand how much each candidate knows as they make decisions about who will serve on the 2023-2024 National Executive Council. Logistically, the Nominating Committee has enough time and resources to interview up to 65 candidates.

Process:

- The test will be comprised of 50 multiple-choice questions about FCCLA.
- A link to the test will be sent via email to the candidate and the test will be made live once all candidates have joined the Zoom link on June 13, 2023. Candidates will be monitored while taking the test.

- If a candidate has special needs for testing, they should contact national headquarters by June 1 so accommodations can be made.
- If more than 65 candidates run for office, the highest test scores will determine which 65 move on to Nominating Committee interviews.
- Test scores will be shared with the Nominating Committee members and voting delegates.

NOC Orientation/Project Center

Who will be there: NOC, NEC, National Staff

Goals:

- Meet the 2022-2023 National Executive Council and other 2023 National Officer Candidates.
- Celebrate the accomplishment of becoming a National Officer Candidate and encourage one another.
- Provide a final opportunity to ask questions about the process.
- NOC Project Center will provide an opportunity for candidates to work together to give input and ideas, learn about opportunities, and/or conduct an FCCLA related project.

Why is this important?

The orientation is the last opportunity for candidates to ask questions about and become comfortable with the journey on which they are about to embark. A large part of the orientation will be devoted to developing relationships and encouraging candidates. All of the National Officer Candidates are exceptional leaders and whether or not they are elected their accomplishments deserve to be recognized. The election process is one that only a few people go through each year and it is an opportunity to form strong bonds with others who have similar interests and goals.

NOC Project Center also provides the opportunity for candidates to get to know their potential teammates and the outgoing officers, as well as share their creativity and passion for FCCLA with others. Activities of the NOC Project Center will vary based on the election process being in person or virtual, but typically will involve candidates working or thinking in a group setting. Candidates are not evaluated during the NOC Project Center.

Process:

- Show up for the orientation and have fun!
- Receive National Officer Candidate materials if in person.
- Ask any remaining questions about the election process and potentially becoming a member of the 2023-2024 National Executive Council.

Nominating Committee Interviews

In person election:

- Who will be there for the interview - NOC, Nominating Committee, Immediate Past National President, National Staff, Volunteers

Virtual election:

- Interviews will be conducted virtually through an online interviewing platform.

Goals:

- Nominating Committee –
 - Narrow the pool of candidates down to the 20 individuals who are most qualified.

Why is this important?

The Nominating Committee selects the 20 individuals it believes have the highest potential to best serve the organization over the next year so voting delegates may focus their attention on the top candidates. They do this by meeting each

candidate individually, whether in person or through a recorded interview. When in person, this is a time-consuming process that will take several hours.

Process (in person):

- Nominating Committee –
 - The candidate is introduced to the Nominating Committee by a national staff member or volunteer.
 - The candidate has up to three minutes to deliver his/her speech. The speech will be timed when the candidate begins speaking. A 30-second warning will be given and the candidate will be stopped at three minutes.
 - Nominating Committee members will take turns asking questions. The candidate will be asked three questions, which will be the same for all candidates (two situational and 1 FCCLA fact).
 - Once all questions have been answered, the candidate will be escorted out of the room.
 - Nominating Committee members will spend a few minutes completing the appropriate sections of the candidate’s evaluation form before the next candidate is presented.

Process (virtually):

- The candidate will receive detailed instructions on how to use the virtual interviewing platform. They will record their speech and answer to the question through this platform.
- Links to the recordings will be sent to the Nominating Committee to review and evaluate within allotted time.

NOC Fishbowl

(in person only)

Who will be there: NOC, Nominating Committee, Immediate Past National President, National Staff, Volunteers

Goals:

- Demonstrate the candidates’ abilities to work in a group.
- Illustrate the candidates’ teamwork styles.

Why is this important?

A major responsibility of the National Executive Council is working as part of a team to make decisions for the organization. Qualified candidates will possess qualities that make them an effective part of this process. Many styles are valuable and will help make a group successful. Nominating Committee members should look for a variety of qualities and styles that work together. By this point in the process, candidates should be familiar enough with each other to create a natural team interaction giving the Nominating Committee members a good idea of how candidates would likely function on the National Executive Council, should be they be elected.

Process:

- Candidates will randomly be split into groups of approximately 10.
- Each group of candidates will be given 20 minutes to complete a task together.
- The Nominating Committee members will observe the group’s interaction.
- The other candidates will be relaxing in a separate holding area.

Letter Drop #1

Who will be there (in person): NOC, NOCA (or another adult), National Staff

Goal:

- Inform candidates of those selected by the Nominating Committee to move on to the next phase of the election process.

Process (in person):

- NOC and NOCA (or another adult) must both be present to receive their election results. Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has moved on to the next phase of the election process or not. If the candidate has moved on, their schedule for the next day will be enclosed.
- NOC and NOCA must leave the letter drop location before opening their envelope. They may plan to meet other supporters at another location away from the letter drop or open their letter privately.
- Envelopes will also contain a letter for the candidate’s adviser.

Process (virtually):

- An email, with the letter attached, will be sent to the NOC, NOCA and State Adviser simultaneously.
- It is recommended that the candidate plan to have others present when opening email and reading their letter.
- NOCA will also receive a letter for them attached to the email.

NOC Networking

Who will be there: 20 NOC, All Voting Delegates and Election Voting Delegates, National Staff, Board Members, Volunteers

Goals:

- Provide an opportunity for the voting delegates to meet each of the National Officer Candidates for whom they may be voting.
- Allow candidates to demonstrate their ability to meet new people and converse about the organization.

Why is this important?

National Officers spend a large part of their year meeting new people, sharing their experience, and talking about FCCLA. This session helps voting delegates see candidates in this type of environment and allows them to personally get to know each individual. Allowing all voting delegates to attend helps states get a broader perspective of the candidates.

Process (in person):

- Voting delegates will be asked to stay with others from their state at a designated table, so that candidates can ensure they’ve met everyone. States will be grouped with other states to fill the tables. The voting delegates will be seated at the same table throughout the networking time and the candidates will rotate from table to table.
- At the beginning of the session a moderator will welcome everyone and give any necessary instructions.
- Candidates will approach voting delegates, introduce themselves and converse with them for four minutes. After four minutes the candidates will rotate to the next table and meet with the delegates at that table. This process will continue until all candidates have rotated through all 20 tables.
- The facilitator will announce or ring a bell for each rotation. After 10 rotations, a 10-minute break will be offered.
- Candidates may not hand out materials during the session. National Staff and Board of Director members will be stationed throughout the room and at the tables to help ensure voting delegates’ questions are appropriate. Inappropriate questions or behavior by a voting delegate will be reported to the Leadership and Programs Manager who may dismiss the delegate from the session.

Process (virtually):

- Using the Zoom platform, following a brief overview of the process, voting delegates will be placed as evenly as possible into twenty Zoom Rooms. States will be grouped with other states to fill each room. The voting delegates will remain in the same room for the duration of the networking session.

- The candidates will begin in one of the twenty rooms and will be moved from room to room for the duration of the session.
- Candidates will introduce themselves and converse with the voting delegates in each room for four minutes. After four minutes all participants will return to the main session. Once all have returned, the voting delegates will be placed in the same room with a different candidate. This process will continue until all candidates have rotated through all twenty rooms.
- National Staff, Board of Director members and LTT will be placed in rooms to help ensure voting delegates' questions are appropriate. Inappropriate questions or behavior by a voting delegate will be reported to the Leadership and Programs Manager who may remove the delegate from the session.

Speeches/Teambuilding

Who will be there (in person):

- Speeches – 10 NOC, NEC, Voting Delegates including the Election Voting Delegate, National Staff, and Spectators
- Teambuilding – 10 NOC, LTT

Goals:

- Speeches –
 - Demonstrate candidates' public speaking skills and ability to think on their feet.
 - Provide an opportunity for the general public to see the candidates.
- Teambuilding –
 - Allow candidates to get to know each other better and build relationships with one another.
 - Provide an activity for candidates while others are participating in the speech session.

Why is this important?

Members of the National Executive Council are required to speak in front of many people during their term and they must be comfortable with this responsibility as a candidate. Voting delegates will factor their ability to create and deliver a speech effectively for a large audience into their voting decision.

Process (in person):

The speeches will take approximately three hours to complete so the candidates will be split into two groups with a 15-minute break in between. This will help the voting delegates give as much attention to the candidates at both sessions. Since candidates are not allowed to see each other's speeches, the group not presenting will be participating in a teambuilding session with members of the LTT. They will have a chance to get to know each other more, which will help the 10 elected candidates in the following days as they select offices and make their first group decisions.

- Candidates will be split into two groups of 10 (Groups A and B) and placed in an order for speeches by a random drawing conducted by national staff. This schedule will be included in the letter received during the letter drop.
- Speeches –
 - Candidates will report to the stage in the speech room to check in, then be taken as a group to the pre-speech holding room.
 - One at a time, the candidates will be escorted into the room to give their speech. Candidates will be introduced again and given a microphone. They will be timed from when they start speaking, given a 30 second warning, and asked to stop when they reach three minutes.
 - Following their speech, each candidate will be asked a situational question. The moderator will read the question to the candidate and audience twice and the candidate will respond.
 - After finishing their response, the candidate will be escorted to a different holding area, where they will be able to relax.
 - The two groups of candidates will be escorted together from the speeches to teambuilding and vice versa to ensure that no candidates interact with spectators between sessions.
- Teambuilding (in person only) –
 - While one group is giving their speeches, the other will report to the teambuilding activity.

- Show up, have fun, and get to know potential teammates!

Process (virtually):

- The candidate will receive detailed instructions on how to use the virtual interviewing platform. They will record their speech and answer to the question through this platform.
- Links to the recordings will be sent to the Voting Delegates to review and evaluate within allotted time.
- Candidates will also be asked to record their speech using their computer or phone and submit the recording to the Leadership and Programs Manager. This recording will be placed into the virtual platform and shown during the scheduled National Officer Candidate Speeches as indicated on the conference agenda. The speech question will not be a part of this recording.

Letter Drop #2

Who will be there: NOC, NOCA (or another adult), National Staff

Goal:

- Inform candidates of who has been selected to serve on the 2023-2024 National Executive Council.

Process (in person):

- NOC and NOCA (or other adult) must **both** be present to receive their election results.
- Candidates will be given a sealed envelope. The letter inside will indicate whether the candidate has been elected or not. If the candidate has been elected, they will be given instructions for the following 2023-2024 National Executive Council activities at NLC.
- NOC and NOCA must leave the letter drop location before opening their envelope. They may plan to meet other supporters at another location away from the letter drop or open their letter privately.
- All envelopes also will contain a letter for the candidate's adviser.

Process (virtually):

- An email, with the letter attached, will be sent to the NOC, NOCA and State Adviser simultaneously.
- It is recommended that the candidate plan to have others present when opening email and reading their letter.
- NOCA will also receive a letter for them attached to the email.

Post-Election Event

Who will be there: NOC, Executive Director, Others depending on the event

Goals:

- Constructively reflect on your experience as a National Officer Candidate and utilize skills and knowledge developed in preparation for the potential role as a member of the National Executive Council.
- Showcase the incredible FCCLA experience and leadership skills of all National Officer Candidates.
- Learn about future opportunities to stay involved on the national level of the organization.

Why is this important?

FCCLA wants to make sure every National Officer Candidate can look back at the process and feel good about what they did at the National Leadership Conference. In addition, FCCLA truly values all of the National Officer Candidates, not just the 10 who are elected. Every candidate is an important leader in the organization and FCCLA wants to provide opportunities for all candidates to stay involved in a way they would enjoy.

Process:

All candidates not elected to a position on the National Executive Council will be invited to participate in a special meet and greet session with the Executive Director, whether in person or virtual. The session may vary from year to year depending on the opportunities available. Candidates may choose not to be part of the event, but are highly encouraged to participate. The session may not be open to advisers depending on space, costs, and/or the nature of the event.

Recognition

Every candidate deserves recognition for their accomplishments, whether they become a member of the 2023-2024 National Executive Council or not. Each candidate should celebrate the time and effort they put in to do their best during the election process. Candidates should plan to do something fun to relax and congratulate themselves after a stressful few days.

This is also an important time to recognize those who supported the candidate along the way. The NOC should thank the many people who helped make the opportunity to be a National Officer Candidate possible. They would like to know what candidates learned through the process and how it has helped them become better leaders and more successful people. In July, candidates will have many experiences and they will be surprised by how much they have learned and grown since they started the journey as a National Officer Candidate. Candidates should take some time to reflect and be sure to let those around them know how their support has helped shape the experience.