



Ohio Association

Today's students. Tomorrow's business professionals.

2015-2016 State Officer Candidate Handbook Secondary Division



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Business Professionals of America, Ohio Association 2015-2016 State Officer Candidate Handbook

Business Professionals of America, Ohio Association has an incredibly exciting history of electing outstanding leadership teams. Its officers provide exceptional leadership at the local, regional, state, and national levels.

The Ohio Association State Officer Team plays a vital role within the Ohio Association. Officers are involved in planning the leadership sessions, writing script, and presiding at the general sessions for the

- Fall Leadership Conference, November
- State Leadership Conference, March
- National Leadership Conference – Ohio meeting, May
- State Officer Screening, October

State officers are required to participate in seven officer training sessions during their officer term. With assistance from the Leadership Development Coordinator and State Advisor, the team establishes yearly goals and works to achieve those goals. Goals set by previous teams have led to the implementation of many state-level projects: live presentation of the Torch Awards Ceremony at SLC, redesign of the OhioBPA website, establishment and maintenance of an Ohio Association social media presence, etc.

Business Professionals of America, Ohio Association state officers have numerous responsibilities. Each officer represents the entire student membership and is a voting member of the Ohio Association Executive Board. Officers must commit to one year of hard work. In return, serving as a state officer is an irreplaceable and powerful experience that will benefit the officer throughout his or her career.

Members interested in becoming a state officer should review the *Ohio Association Officer Code of Conduct* in the Appendix. Candidates selected to campaign at the Fall Leadership Conference are required to sign the code of conduct in order to campaign as a state officer candidate.

Officer Duties and Responsibilities

The student members of Business Professionals of America, Ohio Association have entrusted leadership of their organization to their elected state officer team. Members who choose to be candidates must understand the required level of commitment and dedication.

State Officers must comply with policies and procedures established by the Executive Board. Specifically, State Officers must:

- **Attend** the essential meetings scheduled during their term.

Organizational and Executive Board Meetings	December 9-11, 2015
State Officer Training Meeting	January 14-15, 2016
State Officer Training Meeting	February 18-19, 2016
State Leadership Conference	March 16-18, 2016
National Leadership Conference	May 5-9, 2016
Organizational Meeting and Board Meeting	June 2-3, 2016
Summer State Officer Team Meeting	July, 2016 – date to be determined
State Officer Screening	October 16-17, 2016
Fall Leadership Conference	November 28-29, 2016

- **Provide** guidance, leadership, and inspiration to all members.
- **Vote** as a member of the Ohio Association Executive Board.
- **Represent** the views of the membership, not those of the individual officer.
- **Maintain** correspondence with timely and appropriate communication.
- **Contribute** weekly to the Ohio Association’s Facebook and Twitter accounts.
- **Wear** the Organization’s official attire when representing Business Professionals of America.
- **Fulfill** all officer responsibilities and maintain an excellent academic standing throughout the officer term.
- **Refrain** from endorsing a potential officer candidate or being involved in officer candidate campaign activities at Fall Leadership Conference. The exception is a current officer who qualifies to seek a second officer term. S/He must then follow all campaign guidelines.
- **Participate** in competitive events at the regional level and at SLC, if qualified. Officers’ SLC responsibilities will be adapted to enable the student to compete.
- **Submit** a monthly report to the Leadership Development Coordinator. The report will reflect the individual officer’s BPA activities.
- **Notify** the State Advisor and Leadership Development Coordinator immediately of circumstances which prevent carrying out an assignment.
- **Abide** by the Code of Ethics as established by the Ohio Association Executive Board.

Officer Titles and Responsibilities

President	The president will lead the officer team in establishing and working to achieve team goals and in carrying out all state-level activities. S/He will preside over state conferences and over Ohio Association Executive Board meetings in the absence of the board chair.
Vice President	The vice president will perform the duties of the president when s/he is absent, assist the president in coordinating activities at state conferences, and administer the Torch Awards program at the state level.
Secretary	The secretary will keep an accurate record of the business transacted during all state conferences and meetings of the Executive Board. The secretary will provide communication to the membership as directed by the State Advisor.
Treasurer	The treasurer will work with the state advisor to provide accurate and timely financial information to the Ohio Association Executive Board and to the general membership.
Parliamentarian	The parliamentarian will advise the president, Executive Board, or any member on parliamentary matters according to Roberts Rules of Order. S/He will regularly monitor Association social media and notify the Leadership Development Coordinator of questionable postings.
Historian	The historian will compile information and materials that are of value in recording the history of the Ohio Association and will provide information pertinent to the membership to be included on the organization's website. S/He will post news and photographs of interest to members on www.ohiobpa.org and on the association's social media.

Reimbursement/Payments

The Ohio Association pays for officers' expenses associated with the Ohio Association functions such as a suit, mileage for personal car use to meetings, hotels, meals, and Fall and State Leadership Conference registration.

The school district and/or officer will receive a \$300 stipend toward paying the costs associated with the officer's attendance at National Leadership Conference (NLC). The State Officer's school district and/or parents are responsible for National Leadership costs. The stipend is paid upon completion of all required activities at NLC. It is the school district's decision as whether the reimbursement is payable to the school or to the officer. Local Advisors should advise Officer Candidates of their schools' policy related to attendance at NLC.

Removal from Office

A State Officer may be declared on “probation” and/or removed from office in the following situations:

- Declaration of “probation” status and possible removal from office
 - Failure to attend required meetings without notice and without emergency/medical reason
 - Failure to satisfactorily carry out assigned responsibilities.
 - Failure to submit required reports when due.
 - Failure to communicate with the Leadership Development Coordinator, State Advisor and other State Officer Team members.
 - Failure to successfully receive a passing grade for academics and career-technical courses during quarter.

- Referral to **Officer Ethics Committee** with a recommendation of removal from office
 - Failure to adhere to the Code of Ethics.
 - Failure to adhere to Policy and Procedures.

Process of Removal

Referral to the Officer Ethics Committee must be communicated verbally and then confirmed in writing. Referral may be initiated by any one of the following

- Local Advisor
- Local Principal/Director or District Superintendent
- State Advisor
- Leadership Development Coordinator

The Officer Ethics Committee will include of the State Advisor, Leadership Development Coordinator and three Executive Board members. The appointed Board members cannot have a student currently serving as a State Officer.

Notification of recommendation, when the State Advisor initiates or receives a recommendation for removal, the State Advisor will immediately:

- Communicate verbally with the officer to inform him or her of the recommendation.
- Confirm verbal notification in writing and send to the officer and local advisor by mail or email.
- Request a “letter of intent” from the officer to confirm whether the officer wishes to continue in their role of an officer.
- Forward a copy of all communications to the Officer Ethics Committee, the State Advisor and the local chapter advisor.

NOTE: In the case of probation, the letter sent to the officer shall note areas which need improvement. The “letter of intent” must be emailed to the State Advisor within two (2) working days. Improvement in performance must be shown in four (4) weeks.

Action on recommendation

- If the officer does not send the “letter of intent”, the State Advisor shall declare the office vacant.
- If the “letter of intent” is received but the officer’s performance does not improve within four (4) weeks after the written notice, the State Advisor shall have the authority to declare the office vacant.
- An officer will receive only one written notice. If subsequent performance is not up to specified standards, the State Advisor will have authority to declare the office vacant.

Notification of action taken

The State Advisor will send written notification of action taken to the following

- The Officer
- The State Advisory Board
- The Local Advisor of the Officer
- The Local Principal/Superintendent of the Officer

Eligibility to Campaign for State Officer

Officer candidates campaign for a position on the state officer team—not for a specific office. Campaigning and election activities occur at the Fall Leadership Conference (FLC) on November 19, 2015. The first step in the election process is to participate in **State Officer Screening** on October 19, 2015 at

**Embassy Suites Columbus-Dublin
5100 Upper Metro Place
Dublin, OH 43017**

To screen for office, candidates must meet the following criteria.

- Candidate must be an active secondary member of Business Professionals of America, Ohio Association. *Active Member* is defined in Article IV, Section 1, A, of the Ohio Association Bylaws as follows:
“Active members shall be students enrolled in a state approved career-technical program/pathway teaching business/administrative services/management/finance/ information technology/marketing/entrepreneurship”
- Candidate must have a minimum 2.5 GPA based on a 4.0 scale. An official transcript is required. Officers are required to maintain this GPA or better throughout their officer term.
- The state advisor will verify membership for each potential candidate prior to scheduling a screening interview appointment.
- Candidate must register to attend the Candidate Briefing and Networking session on Wednesday evening, November 18, 2015, and the Fall Leadership Conference.

An Ohio Association member can become a state officer candidate by one of two methods.

Method One

At the conclusion of State Officer Screening activities, 12 candidates will be selected to campaign at Fall Leadership Conference. Selected candidates must meet the general eligibility criteria outlined above as well as all criteria specified under *Officer Candidate Procedure—Method One* in this handbook.

Method Two

Without going through officer screening, current Ohio or National officers may campaign for office if they meet the eligibility criteria and complete the requirements specified under *Officer Candidate Procedure—Method Two* in this handbook. With the recommendation of the state advisor, current state or national officers, are candidates for state officer and are not required to screen.

Officer Candidate Procedure—Method One

BPA members who are not a current or former state or national officer will follow Method One procedures and screen to become a state officer candidate. Potential candidates must meet the general criteria specified under *Eligibility to Campaign for State Officer* as well as the specific criteria outlined below.

Regional Recommendation

Each of Ohio's 19 regions can send a **maximum of 10 candidates to screening**. Each region will determine its selection process, which can include a regional pre-screening depending upon the number of candidate applications received. All advisors within the region should have a copy of the region's procedures for selecting the region's 10 candidates who can screen for state officer.

The CEAC Representative or designee must send the region's recommendation for its 10 screening candidates to the State Advisor no later than **October 2, 2015**.

State Selection of Officer Candidates

To qualify as one of the 12 state officer candidates who will campaign for office at the Fall Leadership Conference, potential candidates must do the following.

1. Obtain his or her region's recommendation. In most regions, the candidate must have participated in regional officer screening.
2. Submit the *Intent to Screen* form (located in Appendix) to his or her CEAC Representative and to Hamet.Ly@education.ohio.gov no later than **October 2, 2015**.
3. Email the required screening documents listed on the next page to Hamet.Ly@education.ohio.gov no later than **October 13, 2015**.
4. Attend State Officer Screening on **October 19**. Appointments times will be confirmed when the State Advisor receives the CEAC Representative's recommendation identifying the region's 10 approved candidates.
5. Participate in a screening interview, give a 1-2 minutes speech, complete a written test, and compose a short essay on **October 19, 2015**.
6. Attend the Officer Candidate Briefing and Networking session on Wednesday, **November 18, 2015**.

Required Screening Documents

No later than **October 13, 2015**, scan and e-mail the following documents to Hamet.Ly@education.ohio.gov. Incomplete or missing materials may result in disqualification of the candidate. This procedure will enable the screening team to become acquainted with the candidate's skills and leadership qualifications and experience prior to the screening appointment. Download fill-in forms from www.OhioBPA.org.

- State Officer Candidate Application—Method One
- Recommendation of State Officer Candidate with required local advisor, parent, and school official signatures (Appendix)
- Local advisor's letter of recommendation
- Official transcript documenting a minimum 2.5 GPA based on a 4.0 scale (scanned copy acceptable)
- Résumé
- Photo release

Local Advisor Recommendation

The local advisor must confirm that a candidate meets the screening criteria. It is critical that the advisor verify the student's GPA as of the end of the **2014-2015** school year before s/he submits the *Intent to Screen*. This will avoid disappointment for the student as well as avoid last-minute cancellation of screening appointments.

Officer Candidate Procedure—Method Two

A current state or national officer enrolled in an approved secondary CTE program is qualified to campaign for office under Method Two if s/he meets the general criteria specified under *Eligibility to Campaign for State Office* and has the approval of the local, regional, and state advisor to campaign for a second term. The following documents are due to State Advisor Amy L. Burris no later than **October 13, 2015**.

- State Officer Candidate Application—Method Two form (Appendix)
- Recommendation of State Officer Candidate form (Appendix)
- Local advisor's letter of recommendation
- Official transcript documenting a minimum 2.5 GPA based on a 4.0 scale
- Compose a 100-word essay describing how election to a second officer term will benefit the Ohio Association. The statement will be posted following screening. The candidate will not have an opportunity to edit the submitted statement.

Screening Process

Suggested Study Materials

The following materials are recommended resources as students prepare for screening. The 2015-2016 fact sheet is the primary resource.

- 2015–2016 State Officer Candidate Fact Sheet
- Ohio Association State Officer Code of Conduct
- Ohio Association website www.ohiobpa.org.
- National BPA website www.bpa.org
- Roberts Rules of Order for basic parliamentary procedure information. For example, <http://www.jimslaughter.com/uploads/OrderofBusiness.pdf>
<http://www.jimslaughter.com/uploads/PresideLikeaPro.pdf>

The screening process consists of four components.

Objective Test (15 Percent)

Candidates will complete a multiple-choice test during the screening appointment. Test items will be taken from the 2015–2016 State Officer Candidate Fact Sheet (posted on the website) and from other study materials listed above.

Essay (15 Percent)

Candidates create a one- to two-page response for one of three leadership scenarios related to teamwork and leadership.

Prepared Speech (30 Percent)

Each candidate **must** prepare a one- to two-minute speech to present to the panel of judges. The candidate may choose any topic related to leadership skills, the candidate's career goals, Business Professionals of America, or benefits derived from her/his Career-Technical Education program. Note cards may be used during the speech, but other visual aids are not permitted.

Candidate Interviews (40 percent)

Candidates may bring a copy of the required screening documents for her/his use to the interview. There is no need to bring copies for the screening team. The interview team will have reviewed the candidate's documents prior to the interview. A candidate may share her/his portfolio with the interview team but must not leave the portfolio at the conclusion of the interview. Potential officer candidates from the same school will interview with different interview teams when such scheduling is feasible.

The interview evaluation consists of two parts: 50 percent for the candidate's professional behavior and preparation for the interview and 50 percent for responses to interview questions. Interview panel members will ask each candidate a minimum of four questions related to Business Professionals of America, the candidate's career plans, leadership experience and/or skills.

Screening Results

Evaluation of Screening Components

Each of the four screening components represents a percentage of the total screening score. Candidate scores will be determined based on criteria shown on the rubrics in the Appendix. The top two candidates from each judging team will be eligible to campaign as state officer candidates at the **November 19, 2015**, Fall Leadership Conference.

Notification of Screening Results

The top 12 candidates and their advisors will receive a phone or e-mail message within 24 hours of screening. Selected candidates must register for Fall Leadership Conference and for the Candidate Briefing and Networking session prior to FLC.

Following notification to the 12 candidates and advisors, the State Advisor will notify the advisor of each officer candidate who screened of the results.

Posting of Results www.Ohio.BPA.org

A photographer will be present at State Office Screening to photograph each registered candidate. A photo of each candidate and her/his 100-word statement (taken from the candidate's application) will be posted on www.OhioBPA.org. Microsoft Office *Word Count* is the standard measure for the 100-word statement. Candidate's school and region will not be posted. Candidates will not have an opportunity to edit the statement that was submitted with screening documents.

Eligibility for National Officer Screening

All candidates who campaign at Fall Leadership Conference and have not been disciplined at the State level are eligible to screen to become one of Ohio's two National Officer Candidates.

Campaign Regulations

Preparation

As soon as possible after a candidate receives notification that s/he is an official officer candidate, s/he must complete the following tasks.

- Select a campaign manager and notify the state advisor of her/his contact information.
- The campaign manager should be of the same gender as the candidate.
- The state advisor will reserve a double hotel room for each candidate and her/his campaign manager for the night of **November 18, 2015**.

Responsibility

The candidate, her/his campaign manager, advisors, voting delegates and all members from the candidate's school must adhere to campaign regulations. Failure to do so can result in disqualification of the candidate.

Campaign Manager

The campaign manager must be a current, dues-paid member. An advisor cannot serve as a campaign manager.

Pre-Conference Campaigning

Prior to Fall Leadership Conference, candidates can campaign only within their region. The regional advisor must approve of the methods and content of the campaigning. Candidates cannot post anything related to their candidacy on any social networking site. The Leadership Development Coordinator will review candidates' social media postings to ensure that candidates will be officers who will represent themselves, their school and region in a positive manner. The Leadership Development Coordinator will determine when to post candidates' 100-word statements on the Ohio Association Facebook page.

Candidate Briefing and Networking Social

Candidates must attend a Candidate Briefing and Networking session on Wednesday evening, **November 18, 2015**. Attendance is **mandatory**. During this meeting officer candidate speeches will be videotaped for viewing by schools unable to attend FLC. This recording will be broadcast to schools that intend to vote with the e-voting system. Candidates, campaign managers, and advisors will receive meeting specifics immediately following notification the student is a candidate. Advisors are not required to attend this meeting. If an advisor chooses to attend the meeting and plans to spend the night, s/he should contact the State Advisor for information on obtaining a room in the BPA block. Please note, the advisor or school district will be responsible for room payment.

Conference campaigning with all FLC Attendees

A Meet the Candidates session will precede the Opening General Session on Thursday morning. The candidate and her/his campaign manager will meet interested members in the Convention Center C Hall from **9:00-9:30 a.m.** Only the Candidate and Campaign Manager will distribute business cards during that time. Business cards must be standard 3.5"x 2" size and should have the candidate's photo and campaign theme as well as the candidate qualifications.

Campaigning with Voting Delegates

Following the Opening General Session and Candidate Speeches, voting delegates will visit each candidate's campaign booth to ask questions and to learn more about the candidate's leadership qualifications. The following regulations identify permissible and banned items.

Permissible Campaign Items

- Items distributed to **voting delegates** can include buttons, brochures, flyers, pencils and paper/card stock handouts 8 ½ x 11 or less.
- ****For this year**** Candidates will **NOT** be able to hang posters on the wall behind the candidate's assigned campaign space. Candidates will be able to attach posters to their table or can be displayed on an easel behind or in front of the table. Candidates must supply the easel. One easel does not need to be included in the expense report. Additional easels must be identified as expense items.

Banned Campaign Items

- Candy or other food items
- Balloons of any type
- Sound amplifying equipment, electrical, motorized, or battery-operated devices; or light-producing instruments
- Noisemakers

Campaign Expenditures

- The candidate or the candidate's campaign manager will submit an itemized statement of all campaign expenses to the presiding officer at the Wednesday evening Candidate Briefing and Networking Social.
- Any item used in a candidate's campaign booth as well as the business card is campaign material. This includes items used to set up the campaign booth
- A candidate's maximum expenditure is \$200.
- All donated materials used in the campaign must be included in the itemized list of expenses at fair market value.
- Regardless of actual cost, copies are reported at five (5) cents each for black and white copies and 25 cents each for color copies (8½ x 11).
- Failure to submit the itemized list of expenditures will result in automatic disqualification of the candidate.

Voting Delegates

Advisors and campaign managers cannot be voting delegates. Each school registered for the Fall Leadership Conference can select a maximum of five (5) voting delegates. Voting delegates must be identified on the chapter or schools' Fall Leadership Conference registration. Voting delegates will receive pre-conference information related to their responsibilities.

Voting delegates will receive a voting delegate ribbon with their FLC registration. Chapter members can make recommendations to their voting delegates following candidate speeches, but only members identified as voting delegates on the chapter's registration form will receive a ballot.

Remote e-Voting Delegates

Schools that are unable to attend FLC now have an opportunity to have their votes count. Schools must register with an Intent to Remote e-Vote (Appendix) with the State Advisor by email no later than **November 5, 2015 at 11:59 p.m.**

During FLC on **November 19, 2015**, the candidate speeches will become available to the registered schools/advisors only. There will be an approximate three-hour window in order to watch the speeches and cast the ballots. The specific details of the times will be posted as soon as specifics are confirmed.

Campaign Speech

Campaign speeches will immediately follow the Opening General Session. Voting delegates must be present for **all** candidate speeches in order to vote in the officer election. Other Fall Leadership Conference attendees may attend the campaign speeches, or they can choose to attend a leadership-training workshop during that time.

A team of three independent judges will be present for all campaign speeches to ensure that candidates adhere to campaign guidelines. At the conclusion of candidate speeches, each judge will present her/his assessment of whether a candidate has violated a campaign guideline. The State Advisor, Leadership Development Coordinator, and CTE Assistant Director or her/his designee will review the judges' reports and determine whether to disqualify a candidate. Voting will occur with all candidate names on the ballot even if a candidate has been disqualified.

In the event of a disqualification, the state advisor will contact the disqualified candidate's advisor and explain the reasons for disqualification. The advisor will choose whether to disclose the disqualification to candidate prior to installation of the new officer team.

Campaign speeches must adhere to the following regulations. Violation of campaign guidelines/regulations will result in disqualification.

- Candidate speeches cannot exceed two (2) minutes. Only the candidate can be present on stage during candidate speeches. Candidates must stop speaking when time is called.
- The speech is to focus on the candidate's qualifications, leadership abilities, and willingness to be of service to the Ohio Association.
- Speeches cannot contain multi-dialog. The use of skits, props, costumes, demonstrations, or assistance by another individual will result in disqualification.
- A speech cannot include acting or the use of any type of music (singing, whistling, humming, rap or musical accompaniment).
- Audience response or action initiated by the candidate will result in disqualification. This includes asking questions that initiate a verbal response or statements that initiate an audience action or reaction.
- Candidates may use note cards and can choose to address the audience from the podium or use a hand-held microphone that will enable the speaker to move around the stage during the speech.

Extemporaneous Question

Following each candidate's speech, a current state officer will ask the candidate an extemporaneous question. Questions will pertain to the candidate's qualifications for office, her/his career plan, or how to respond to a workplace scenario. At the candidate briefing, each candidate will blindly select her/his questions from an assortment of prepared questions.

Election Process

Process

Following the candidate speeches and extemporaneous questions, voting delegates will have a short time to caucus with their schools' members who attended the speeches. Nonvoting delegates will then report to their scheduled Session 2 Workshop. Voting delegates and candidates will remain in the Ballroom.

Voting delegates will then visit each candidate's campaign area to ask questions based on candidates' speeches and responses to questions. At the conclusion of the candidate visits, officer candidates are excused and only voting delegates will remain.

Voting Procedure

Each Voting Delegate must have a *Voting Delegate* ribbon attached to her/his nametag. Ballots will contain the names of all candidates for office. Each voting delegate **must** vote for six (6) candidates. If a ballot contains votes for more than or fewer than six (6) candidates, the ballot will be void. Voting delegates must remain until balloting is complete.

Voting Procedure for Remote e-Voting

Non-attending schools that submitted an *Intent to Remote e-Vote* form will have a three hour window to view candidate speeches and to submit their five votes. Votes must be made prior to the cut off time in order to be counted for election of officers.

Note: Each school is allotted only five (5) votes. If the school is in attendance, voting will be carried on in the normal manner. CANNOT split votes between in person and remote e-voting methods.

The 2015-2016 State Officer Team will be installed during the Closing General Session.

Appendix

The **chapter advisor must e-mail** *Intent to Screen* forms to Hamet.Ly@education.ohio.gov and to the Regional CEAC Representative no later than **October 2, 2015**.

Method Two candidates are to e-mail required documents to State Advisor Amy L. Burris no later than **October 2, 2015**.

Candidates selected to campaign at the Fall Leadership Conference must sign the Code of Conduct and bring it to the Candidate Briefing and Networking Session on **November 18, 2015**.

The **chapter advisor must e-mail** the *Intent to Vote via Remote e-Vote* form to Amy.Burris@education.ohio.gov and to the Regional CEAC Representative no later than **November 5, 2015**.

State Officer Candidate Intent to Screen

Applicant Information

Please consider me a screening candidate for the 2015-2016 State Officer Team.

Member Name: _____

Member's GPA: _____

Email: _____

Advisor Information

Advisor Name: _____

School: _____ Advisor's Phone: _____

Advisor's Email: _____

Region Information

Regional Advisor/CEAC Name: _____

Region Number: _____

Regional Advisor's Email: _____

Preferred Interview Time

Screening will take one and a half hours to complete, members are required to check in fifteen (15) minutes prior to their scheduled appointment time. All members will begin with an individual interview and a group session with the Leadership Development Coordinator, total time for this portion will be a half hour. The testing and essay will follow the interview/group session and have a one hour time limit.

- 8:45 – 10:30 a.m.
- 11:45 a.m. – 1:30 p.m.
- Additional Information _____

Additional Information

Local Advisor:

- If the member requires special assistance or accommodations, please attach a description of the requirement.
- Key in the required information and send via email to Hamet.Ly@education.ohio.gov.
- Copy your CEAC Representative in the email.
- Handwritten forms will not be accepted.

Address questions to Amy L. Burris, State Advisor at Amy.Burris@education.ohio.gov or 614-466-5574.

Deadline for Intent to Screen: **October 2, 2015**

SUBMIT TO: State Staff

EMAIL: Hamet.Ly@education.ohio.gov

State Officer Candidate Application – Method One

Applicant Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Cell Phone:

()

Graduation Year:

Email:

Chapter Information

Advisor Name:

School:

Region:

Advisor's Email:

Advisor's Phone:

Leadership

Share the leadership opportunities that you have participated in or are currently participating in for the following areas:

Local BPA Leadership

Regional BPA Leadership

Other Leadership Activities

100 Word Statement

Why do you want to be a state officer (100 words or less)? This statement will appear on <http://www.OhioBPA.org> prior to Fall Leadership Conference. **You will not have an opportunity to edit the statement after submission. .**

The information provided on this application form is correct to the best of my knowledge.

Signature of Officer Candidate

Recommendation for State Officer Candidate

Applicant Information

Candidate's Name: _____
School _____ GPA: _____

Chapter Advisor

I certify that this officer candidate nominee is a member in good standing of Business Professionals of America, Ohio Association. The candidate meets or exceeds the requirements for candidacy stated in the 2015-2016 State Officer Candidate Handbook.

If elected as a state officer, I will assist the student in fulfilling his/her obligations as a member of the State Officer Team. I will oversee transportation and other travel arrangements for the officer's official Ohio Association functions. An advisor will accompany the officer to the National Leadership Conference.

Local Chapter Advisor's Signature: _____

School Administrator

The officer candidate nominee is a student in good standing in the school and community. The cumulative grade point average listed above is accurate. If elected to state office, the student will be released from school to attend all official functions of Business Professionals of America, Ohio Association. This includes allowing the elected officer candidate to attend and providing monetary support for the National Leadership Conference. I recommend this student as a candidate for state office.

School Administrator's Signature: _____
Printed Name: _____
Title: _____
E-mail: _____
Phone Number: _____

Parent/Guardian

Our son or daughter has our full support to become a Business Professionals of America, Ohio Association State Officer. If elected, we will support him or her in fulfilling assigned duties and assist him or her in abiding by the *State Officer Code of Conduct*.

Parent/Guardian Signature: _____
E-mail: _____
Parent/Guardian Signature: _____
Email: _____

Member/Candidate

If elected to the State Office Team, I will participate in all state officer required training, conferences, and other functions listed in the *State Office Candidate Handbook*. I will abide by the *State Officer Code of Conduct*.

Member/Candidate Signature: _____

State Officer Candidate Photo Release

Candidate Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Cell Phone: () _____

Release

I, _____, parent or legal guardian/custodian of _____ authorize Business Professionals of America, Ohio Association and/or its authorized agents to publicize my child's name, use videotapes, photographs, and publish or cause to be published information relevant to his/her achievements. This information may be used in local, regional, state or national publications of the agency listed above, released to appropriate newspapers and/or news publications, as well as division or department web site.

I authorize release of the above information as it relates to Business Professionals of America, Ohio Association activities.

Parent's Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Date: _____

Student Release (if 18 or older)

I give permission to Business Professionals of America, Ohio Association to use my name and photograph for the purpose of publicizing programs administered by Business Professionals of America, Ohio Association on the Ohio Association or National BPA web sites.

Candidate's Signature: _____

Printed Name: _____

Date: _____

Ohio Association State Officer Code of Conduct

As a Business Professionals of America, Ohio Association State Officer, I understand and agree to abide by the following *State Officer Code of Conduct*. I will:

1. Serve as a member of the officer team and maintain a cooperative attitude.
2. Follow instructions as directed by State Advisor and Leadership Development Coordinator.
3. Maintain the highest standards of academic integrity.
4. Immediately notify the State Advisor and the Leadership Development Coordinator of circumstances that prevent completing an assignment by the designated deadline.
5. Respond within 48 hours to all phone and e-mail messages from the Leadership Development Coordinator and the State Advisor.
6. Follow through on assigned responsibilities and submit required reports no later than the due date.
7. Use wholesome language in all speeches and in informal conversations.
8. Maintain appropriate dress and good grooming for all BPA events.
9. Avoid places or activities that can possibly raise questions as to the officer's moral character or conduct.
10. Ensure that all personal social media postings portray a professional image.
11. Abide by the rules established for state officer training meetings.
12. Abide by local school district student conduct rules.
13. Avoid participation in and actively discourage conversations that belittle or downgrade another person—especially fellow members, officers, and/or advisors.
14. Behave in a manner that conveys respect for all BPA members, treating all members equally.

I understand that if I do not abide by the Ohio Association State Officer Code of Conduct, I may be relieved of duty and the State Advisor will declare my office vacant.

Signature _____

Date _____

Bring the signed form to the Officer Candidate Briefing and Networking Session

Intent to Screen Deadline: October 2, 2015

Intent to Remote e-Vote

Remote electronic voting (aka e-voting) is available for schools that are unable to attend FLC. E-voting is conducted at the voter's school location and is not physically supervised by the Ohio Association of Business Professionals of America.

It is extremely important that the advisor requesting access to Remote e-Vote supervise the voting process. By completing this form and submitting the Intent to Remote e-Vote, the local advisor agrees to assume responsibility for the validity of the five votes cast by his/her school.

The advisor acknowledges that his/her students will have access to the Internet and a computer lab during the school day on Thursday, November 19, 2015.

The advisor also acknowledges that in order for the school chapter(s) to participate, the Intent to Remote e-Vote form must be emailed to amy.burris@education.ohio.gov by 11:59 pm on November 5, 2015.

School/Chapter Name(s): _____
Advisor Name: _____
Advisor Signature: _____
Advisor E-mail: _____
Advisor Contact Number: () -
Best number to be reached during voting times
Name of Voting Delegates 1) _____
2) _____
3) _____
4) _____
5) _____

FORM IS DUE NO LATER THAN 11:59pm ON NOVEMBER 5, 2015
Email to amy.burris@education.ohio.gov

SUBMIT BY: November 5, 2015
SUBMIT TO: State Advisor
EMAIL: Amy.Burris@education.ohio.gov

State Officer Screening Evaluation Forms

Speech Evaluation

Criteria	9-10	7-8	4-6	0-3	Points
Content	Excellent introduction; logical sequence, effective summary; dynamic closing, relevant and timely.	Adequate introduction; logical sequence, contains summary and closing relevant topic.	Adequate introduction; sequence somewhat out of order, missing summary or closing, relevant topic.	Missing introduction, summary or closing, lacks logical sequence, irrelevant topic.	
Delivery	Excellent eye contact with all judges, effective use of gestures, voice tone compliments the message.	Eye contact with most/some of the judges, uses gestures but may not be purposeful, uses voice tone, variance but not effective.	Little eye contact. Little use of gestures, uses voice tone variance.	No eye contact. No use of gestures; no voice tone variance.	
Overall Effect/Time	Speech well planned and effective; extremely convincing. Time within 1-2 minutes	Speech showed some planning and was effective. Time over/under by 15 seconds	Speech showed little planning and was not effective. Time over/under by more than 15 seconds.	Did not deliver a speech.	
Total Speech Points (30)					

State Officer Candidate Interview Questions Evaluation

Questions	5	4-3	2-1	0	Pts
Question One	Answer is complete; shows enthusiasm, knowledge, and mature judgment.	Answer is complete; shows interest, common sense, and average judgment.	Answer is incomplete. Fair amount of common sense. Rather indifferent.	Does not answer question, shows indifference, no enthusiasm or interest.	
Question Two	Answer is complete; shows enthusiasm, knowledge, and mature judgment.	Answer is complete; shows interest, common sense, and average judgment.	Answer is incomplete. Fair amount of common sense. Rather indifferent.	Does not answer question, shows indifference, no enthusiasm or interest	
Question Three	Answer is complete; shows enthusiasm, knowledge, and mature judgment.	Answer is complete; shows interest, common sense, and average judgment.	Answer is incomplete. Fair amount of common sense. Rather indifferent.	Does not answer question, shows indifference, no enthusiasm or interest	
Question Four	Answer is complete; shows enthusiasm, knowledge, and mature judgment.	Answer is complete; shows interest, common sense, and average judgment.	Answer is incomplete. Fair amount of common sense. Rather indifferent.	Does not answer question, shows indifference, no enthusiasm or interest	
Total Interview Points (20) _____					

Professional Behavior/Appearance

Criteria	4	3	1-2	0	Pts
Required Documents	All documents included. Use of key phrases, creative style of documents	Professional format but contains 1-2 errors.	Professional format lacking; not professional. 3-5 errors	Obvious use of template; little creativity. multiple errors,	
Grooming	Professional attire; appearance is neat and clean; personal hygiene – clean and fresh.	Office-casual attire; appearance is neat and clean; personal hygiene – clean and fresh.	Inappropriate attire for interview; appearance is neat and clean; personal hygiene – clean or fresh.	Inappropriate attire for interview; appearance is not neat and clean; personal hygiene not clean/fresh.	
Posture and Poise	Walks and sits tall, erect and alert; has ease and dignity of manner.	Walks and sits tall and erect; somewhat uneasy; shows slight nervousness.	Walks and sits tall and erect, somewhat uneasy, very nervous.	Poor posture, shows uneasiness or indifference; very nervous.	
Communication Skills	Excellent grammar, diction, volume, enunciation, eye contact, voice tone, vocabulary.	Overall good with limited deficiencies in grammar, diction, volume, eye contact, enunciation, voice tone, vocabulary.	Frequent errors in grammar, diction, volume, enunciation, eye contact, voice tone, vocabulary.	Major grammar diction, volume, enunciation eye contact, voice tone and vocabulary errors.	
Candidate's Ease During Interview	Very comfortable and relaxed.	Somewhat comfortable, fairly relaxed.	Shows little comfort or is too relaxed. .	Uncomfortable and ill at ease.	
Total Overall Points (20)					

New Rubric will be posted by September 30, 2015

Essay Evaluation (15 Points)

Point Category	Criteria	Points
14-15 An essay in this category demonstrates clear and consistent mastery, although it may have a few minor errors.	<ul style="list-style-type: none"> • Clear point of view on the issue, demonstrates outstanding critical thinking, uses clearly appropriate examples, reasons, and other evidence to support its position • is well organized and clearly focused, demonstrating clear coherence and smooth progression of ideas • exhibits skillful use of language, using a varied, accurate, and apt vocabulary • demonstrates meaningful variety in sentence structure; is free of most errors in grammar, usage, and mechanics 	
12-13 Demonstrates reasonably consistent mastery, although it may have occasional errors or lapses in quality.	<ul style="list-style-type: none"> • effectively develops a point of view on the issue and demonstrates strong critical thinking, generally using appropriate examples, reasons, and other evidence to support its position • is well organized and focused, demonstrating coherence and progression of ideas • exhibits facility in the use of language, using appropriate vocabulary • demonstrates variety in sentence structure; is generally free of most errors in grammar, usage, and mechanics 	
10-11 An essay in this category demonstrates adequate mastery, although it will have lapses in quality.	<ul style="list-style-type: none"> • develops a point of view on the issue and demonstrates competent critical thinking, using adequate examples, reasons, and other evidence to support its position • is generally organized and focused, demonstrating some coherence and progression of ideas • exhibits adequate but inconsistent facility in the use of language, using generally appropriate vocabulary • demonstrates some variety in sentence structure; has some errors in grammar, usage, and mechanics 	
6-9 An essay in this category demonstrates developing mastery and is marked by ONE OR MORE weaknesses:	<ul style="list-style-type: none"> • develops a point of view on the issue, demonstrating some critical thinking, but does so inconsistently or uses inadequate examples, reasons, or other evidence to support its position • is limited in its organization or focus, or may demonstrate some lapses in coherence or progression of ideas • displays developing facility in the use of language, but sometimes uses weak vocabulary or inappropriate word choice • lacks variety or demonstrates problems in sentence structure; contains an accumulation of errors in grammar, usage, and mechanics 	
4-5 An essay in this category demonstrates little mastery, and is flawed by ONE OR MORE weaknesses:	<ul style="list-style-type: none"> • develops a point of view on the issue that is vague or seriously limited, and demonstrates weak critical thinking, providing inappropriate or insufficient examples, reasons, or other evidence to support its position • is poorly organized and/or focused, or demonstrates serious problems with coherence or progression of ideas 	

	<ul style="list-style-type: none"> • displays very little facility in the use of language, using very limited vocabulary or incorrect word choice • demonstrates frequent problems in sentence structure; contains errors so serious that meaning is somewhat obscured 	
<p style="text-align: center;">1-3</p> <p>An essay in this category demonstrates very little or no mastery, and is severely flawed by ONE OR MORE weaknesses:</p>	<ul style="list-style-type: none"> • develops no viable point of view on the issue, or provides little or no evidence to support the position taken • is disorganized or unfocused, resulting in a disjointed or incoherent essay • displays fundamental errors in vocabulary; demonstrates severe flaws in sentence structure • contains pervasive errors in grammar, usage, or mechanics that persistently interfere with meaning 	

Total

Essay Points Awarded _____