



To: FCCLA Advisers and Potential State Officer Candidates

From: Illinois Association of FCCLA Marta Lockwood, Executive Director

The following is some vital information to read and carefully consider before running a candidate for state office. The local adviser must determine whether a student possesses the necessary maturity and leadership potential to be a state officer. While state officers learn and mature while holding their office, the office should not be considered as the training ground for students with minimal skills. State Officer Candidates should have leadership experience prior to applying.

Each officer candidate must complete the officer candidate online application; the statement of support with signatures of the local adviser, parent or guardian and the school administrator; a current picture of the candidate and the candidate's on-line brochure are to be mailed/forwarded to the Executive Director prior to March 1, 2020. Failure to provide all the items listed above my result in non-qualification as a candidate.

Please note the following: Those members planning for mid-year graduation may NOT run for an FCCLA State or National Office. Officer candidates must be currently enrolled in a high school with a Family and Consumer Sciences Program. The candidates must have taken or be currently enrolled in at least one course of Family and Consumer Sciences in a school in which the chapter is established and shall be the administrative officer of the affiliated chapter. State certified Family and Consumer Sciences teachers who have a valid teaching certificate should be the chapter adviser in accordance with the state and national bylaws. The adviser must accompany the state officer to meetings including the National Leadership Conference.

Each state officer candidate and his/her adviser must:

1. Attend State Leadership Conference on April 2-4, 2020 as well as the Closing General Session and Meeting of the 2020-2021 State Officers (immediately following the Closing General Session) on Saturday, April 4, 2020.
2. Candidates must give a **two-three-minute speech** that addresses the following question: **How has participating in FCCLA helped you develop your leadership skills?** The speech will be given during the Election Session. Speeches will be timed with a stopwatch. Candidates will be stopped at three minutes. No props will be allowed.
3. All candidates must answer a situation and a fact question about the organization during the Election Session at State Leadership Conference. Questions will be sent to the candidates after the March 1, 2020 deadline for applications.
4. Display one poster (no larger than 24 x 36 inches) on an easel. **Bring your own easel with your name and school marked on the back.** The posters will be displayed from 4:00 p.m. on Thursday evening until the conclusion of the Election Session on Friday morning.
5. Chapter delegates **from your school** may wear a campaign button for you. Absolutely NO handouts are allowed by candidates at State Conference. No advertisements may be placed in the program book promoting an officer candidate.
6. Each state officer candidate should submit a resume'/flyer with a photograph included. The resumes will be posted on the Illinois FCCLA website at least two weeks prior to the State Conference. The resume'/flyer is limited to an 8 ½ x 11-inch pdf. A photograph should be incorporated into the resume'. The Illinois FCCLA staff will make no additions or corrections to any resume' at any time.

An example/template of the resume' page is posted on the Illinois FCCLA website. Resume's should be sent to ilfccla@gmail.com in an attachment. The resume is due no by March 1st in order to be posted on the website prior to State Conference.

State Leadership Conference Schedule for Officer Candidates

Thursday, April 2, 2020 4:00 p.m. – 7:30 p.m.

*Officer candidates may pick up a conference packet that will contain any special instructions for the candidates. Upon picking up the packet, officer candidates will be allowed to display one poster (no larger than 24 x 36 inches) in the designated area. **Bring your own easel.***

Friday, April 3, 2020 (Time to be announced)

Report to the designated room (in the conference program) for the Election Session. All Officer Candidates will be asked to present their speech and answer a fact and situation question in front of the voting delegate body. Immediately following the questioning, voting delegates will cast their vote for the new officers. Voting delegates will vote by secret ballot for the officers. The officer candidates receiving the most votes from Districts 1, 2, & 3; Districts 4 & 5; and Districts 6 & 7 will all be appointed first with the remaining officers being elected from anywhere in the state depending on the top votes received.

Friday, April 3, 2020 Afternoon (specific time to be announced)

Report to Room B4 – Conference Headquarters to be measured for your uniform in the event that you are elected.

Friday, April 3, 2020 Immediately following the entertainment session

Report to the designated place (in the letter you will receive at State Conference) to pick up your officer letter. Each candidate will receive a letter informing them of whether or not they were elected to office.

Saturday, April 4, 2020 7:30 a.m.

Newly elected officers meet on the stage at the convention center at 7:30 a.m. for installation practice. 9:15 a.m. Report to the front of the stage to sit in reserved seats at the front. Announcement of the 2020-2021 officers will take place after the Competitive Events Award Ceremony. The installation ceremony will immediately follow the announcement of officers. Immediately following the Closing General Session there will be a mandatory meeting of the 2020-2021 officers and their advisers on the lower level of the convention center.

Illinois Association of FCCLA Nomination and Election of State Officers

CHAPTER NOMINATIONS:

Each chapter may submit one name for candidate for **state officer**. Candidates must complete and submit the online application along with completing the Candidate Support Form from the website. The Candidate Support Form must be sent either via email to ilfccla@gmail.com or mailed to: **Illinois Assoc. of FCCLA, 8 South Washington Street, Suite 105, Sullivan, IL 61951**

QUALIFICATIONS OF CANDIDATES FOR STATE OFFICER:

*Active membership in an affiliated FCCLA chapter. * One semester of Family and Consumer Sciences or Family and Consumer Related Occupations or currently enrolled in a course. Those planning a mid-year graduation may not run for state officer. * Responsible position at one time in the chapter, section, or state organization. *The candidate must have the written support and approval of the local chapter, adviser, school administration, and parent(s)/guardian. * **The candidate must attend the 2020 State Conference.** If elected the officer and adviser must attend June Leadership Training for State Officers, Summer Leadership Camp, National Leadership Conference, ICCCTSO Leadership Seminar (optional), Ignite Conference, Fall Leadership Meeting, and Executive Council Meetings to plan State Conference 2021. *There are no section nominations. **All candidates will run at the state level. However, Section Meetings should include a time for officer candidates to give a speech and answer fact questions.** If you have questions concerning this, please call 217-728-2787.

ELECTION AT STATE LEADERSHIP CONFERENCE:

*Election of the state officers will take place at the annual State Leadership Conference. *Each **chapter** may select one voting delegate to vote at state conference. * The qualifications of candidates will be examined by the voting delegates and the executive committee to the Board of Directors. * Chapter voting delegates and state officers will elect the state officers. The candidates with the highest number of votes will become state officers. Representation from Districts 1,2, & 3, Districts 4 & 5, and Districts 6 & 7 will be insured first with the remaining officers coming from the state at-large. * The individual offices will be appointed by the state officers elected at the Annual State Officer Training in June.

****The application has limited space. Review the questions and please choose your words carefully before going online to complete the application. Complete the online application and send the Candidate Support form along with a school picture to the state office prior to March 1, 2020.**

If you are elected a State Officer:

The Illinois Association of FCCLA will designate an official uniform including a red blazer for you to wear. Girls will purchase the blazer, skirt, blouse, pants and shoes decided upon by the group. Guys will purchase the blazer, pants, shirts, ties and shoes. The Illinois Association of FCCLA will provide an official state officer pin and name badge. You may keep the pin and the name badge at the end of your term. The Illinois Association of FCCLA will provide a binder of information for each officer. At the end of the term of office, you are expected to pass information on to the next officer. You will receive information from the current officer about your district meeting. Each state officer will be assigned a specific job/project title as defined in the bylaws. Assignments will be made at the Annual June State Officer Training. Illinois Association of FCCLA will reimburse the expenses for state officers and their advisers to attend Executive Council Meetings (if they attend the entire meeting and help with the work to be done). This does NOT include Ignite Conference or the Fall Leadership Meetings. The following rates are in effect - mileage \$.30/mile; meals at the actual amount or up to \$ 3.25 for breakfast, \$ 5.50 for lunch, and \$ 8.00 for dinner. Lodging arrangements for Executive Council Meetings will be made by the Executive Director with the approval of the Board. Cost for the lodging will be assumed by the state association.

IMPORTANT!!! Illinois Association of FCCLA will assume a portion of the cost for each state officer and their Family and Consumer Sciences FCCLA teacher/adviser to attend National Leadership Conference and help with the work to be done. The amount to be covered will be announced no later than April 4th in an email to all officer candidates. The balance of your expenses must be assumed at the local level. The funds will NOT be assumed for any other adult supervising a state officer if the FCCLA adviser does not attend. If a state officer does not complete the term of office, the state officer will be expected to return the money to Illinois Association of FCCLA. Activities at national conference include but are not limited to general sessions, workshops, STAR Events Recognition Session, regional meetings, state meetings and voting delegate meetings. Sightseeing and shopping are on your own time and at your own expense.

Each state officer must assume the cost of registration for the Illinois Coordinating Council for Career and Technical Student Organization (ICCCTSO) Leadership Seminar (about \$ 25.00/person). Advisers who attend ICCCTSO Leadership Seminar must assume the registration fee. Lodging, mileage and most meals for ICCCTSO Seminar are assumed by the Seminar contract.

Each state officer and adviser will help plan the Fall Leadership Meetings. Each state officer and adviser are expected to communicate with the Executive Director about the progress of the fall meeting planning. Each state officer is to complete a Fall Meeting Report Form and provide it with a copy of the meeting program to the Executive Director at the following January Executive Council Meeting.

Important!!! Should a state officer have to resign their state office for any reason, they must notify all school personnel involved, the Illinois Association of FCCLA, and the FCCLA State Adviser. ***They must pay back any financial obligations incurred during their term to their chapter, school, section, district and the Illinois Association of FCCLA.***

The state officers for Illinois Association of Family, Career and Community Leaders of America have the following responsibilities and obligations to the organization. It is important that all people involved in the success of the person's role as a state officer be aware of these responsibilities and obligations. If there are questions or concerns, contact the Executive Director at 217-728-2787.

State Leadership Conference - April 2-4, 2020 - Springfield
State Officer Leadership Training Workshop - June 4-6, 2020 – Springfield
National Leadership Conference – July 4-9, 2020 – Washington, D.C.
Summer Leadership Camp – July 19-21, 2020 - Springfield
ICCCTSO Leadership Seminar – July 21-24, 2020 – Springfield (optional)
September Board of Directors & State Officer Meetings – Sept. 13-14,2020 - Springfield
Ignite Conference – October 4 & 5, 2020 - Springfield
Fall Leadership Meetings - October/November 2020 – Dates and Locations TBA
January Board of Directors & State Officer Meetings – Jan. 24-25,2021 - Springfield
Section Meeting - Spring, 2020 and 2021
State Leadership Conference - April 8-10, 2021 – Springfield

Invitations from other chapters, sections, regions and other organizations may be accepted when approved by the school, adviser, and the FCCLA Executive Director.