



**Today's students.
Tomorrow's business professionals.**

*State Officer Leadership Team
Candidate Manual*
2011-2012

DELAWARE ASSOCIATION

I. QUALIFICATION AND KNOWLEDGE REQUIREMENTS

A. General Qualifications Checklist

NOTE: If you can immediately answer "yes" to all of the following questions, you are a good officer candidate, but read the subsequent sections and gain an understanding of **all** the responsibilities of a Business Professionals of America, Delaware Association state officer. State Officer Interest (Appendix C) and Commitment (Appendix D) Forms must be completed and turned into the state office by **January 17, 2012**. All candidates are **required** to attend a State Officer Information Session **January 23, 2012**. This session will take place at the John Collette Education Resource Center in Dover, DE from 4:00 – 5:30 p.m. Business attire is required. In addition, all candidates are **required** to attend State Officer Training **June 18-22, 2012**.

- A. Do you have **SUFFICIENT TIME** for the office? (See the current Business Professionals of America, Delaware Association Calendar of Events.)
- B. Do you have **ENTHUSIASM** for Business Professionals of America, Delaware Association?
- C. Do you **RESPECT** the Business Professionals of America, Delaware Association ideals?
- D. Do you have the ability to **WORK WITH PEOPLE?**
- E. Do you have a **CAREER OBJECTIVE** in business and/or office occupations?
- F. Do you have a working knowledge of **PARLIAMENTARY PROCEDURES?**
- G. Are you able to **EXPRESS YOURSELF** effectively through oral and written communication?
- H. Are you willing to **WORK** and **ACCEPT RESPONSIBILITY?**
- I. Are you a **WORTHY REPRESENTATIVE** of your school?
- J. Do you **THINK** and **PLAN AHEAD?**
- K. Can you pay the **EXPENSES** incurred as a state officer?

B. Specific Knowledge Required

Candidates should be familiar with the following:

1. Basic Chart of Motions (See Appendix A)
2. History and Purposes of Business Professionals of America.
3. Responsibilities of the Business Professionals of America, Delaware Association State Officer Leadership Team.
4. Business Professionals of America national dues.
5. Business Professionals of America, Delaware Association Regions.
6. Activities at the Business Professionals of America, Delaware Association State Leadership Conference and Business Professionals of America National Leadership Conference.
7. Who can belong to Business Professionals of America?
8. Qualifications for state officer candidates.

9. Names of:
 - (a) Current Business Professionals of America, Delaware Association State President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.
 - (b) Business Professionals of America, Delaware Association State Advisor.
 - (c) Business Professionals of America, Delaware Association Advisory Board Chairperson.
 - (d) National Business Professionals of America Executive Director.
10. Torch Awards Program.
11. Business Professionals of America Logo, Tag Line, and Emblem.
12. Business Professionals of America Colors.
13. Business Professionals of America Pledge.
14. Business Professionals of America BPA Cares program.
15. Dates of National Business Professionals of America Week and National Vocational Week.
16. Business Professionals of America, Delaware Association State Officer Leadership Team Term of Office.
17. Grade average required for state officer candidates.
18. Basis for determining the number of voting delegates at the Business Professionals of America, Delaware Association State Leadership Conference and Business Professionals of America National Leadership Conference.
19. Amount of money that can be spent on a state officer's campaign.
20. Communication methods for:
 - (a) Starting a conversation.
 - (b) Making introductions
 - (c) Public speaking.
21. Planning and organizing orderly and effective meetings.
22. Knowledge of other vocational youth organizations.
23. Business Professionals of America Divisions.

Candidates should know how to do the following:

make a motion
 amend a motion
 end debate on a motion
 gain recognition of the chair
 lay on the table

Candidates should be familiar with the following terms:

adjourn

plurality

amend
carried
chair
debate
division of the house
incidental motion
majority
motion
new business
nominate
old business
parliamentary inquiry
pending business

point of order
previous question
privilege motion
quorum
ratify
recess
refer to committee
rescind
resolution
standing committee
subsidiary motion
table the motion

II. **Specific Duties for Each State Officer**

A. The duties and responsibilities of the **STATE PRESIDENT** shall be to:

1. Preside over all state meetings following the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
2. Serve as a member of the Business Professionals of America, Delaware Association Advisory Board.
3. Appoint all committees and see that they function.
4. Work with the State Vice-President who is an ex-officio member of all committees.
5. Set up an agenda with the State Advisor prior to all Business Professionals of America, Delaware Association activities.
6. Work with the State Advisor in planning all Business Professionals of America, Delaware Association activities.
7. Serve as an ex-officio member of the Business Professionals of America, Delaware Association Alumni Board.
8. Promote the general welfare of Business Professionals of America, Delaware Association.
9. Attend and participate in the State Officer Leadership Team training conferences.
10. Compile a written report of the activities of his/her year in office to be presented to the Business Professionals of America, Delaware Association State Advisor on or before the last day of his/her term in office.
11. Utilize and supplement the state officer resource files.
12. Be fully aware of the Business Professionals of America, Delaware Association Calendar of Activities.

B. The duties and responsibilities of the **STATE VICE-PRESIDENT** shall be to:

1. Be familiar with all business at hand and assume all duties and responsibilities of the presidency in the absence of the State President.
2. Act as an ex-officio member of all state committees as appointed by the State President.
3. Certify Statesman Awards.

4. Perform and be available for any duty assigned by the State President.
 5. Be fully aware of the Business Professionals of America, Delaware Association Calendar of Activities.
 6. Promote the general welfare of Business Professionals of America, Delaware Association.
 7. Be familiar with the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
 8. Attend and participate in the State Officer Leadership Team training conferences.
 9. Utilize and supplement the state officer resource files.
- C. The duties and responsibilities of the **STATE SECRETARY** shall be to:
1. Keep an accurate record of the proceedings of all meetings and present them when called upon to do so by the State President.
 2. Call to the attention of the State President any unfinished business from a previous meeting.
 3. Incorporate in the minutes the following:
 - a. Kind of meeting (regular, special).
 - b. Date of meeting (including year), time and place.
 - c. Those in attendance.
 - d. New and old business.
 - e. How minutes of the previous meeting were handled, approved, or disapproved after being corrected.
 - f. Only business that was transacted should be recorded.
 - g. Exact wording of every motion, by whom made, by whom seconded, whether carried or lost, or if no direct vote was taken on the motion, then how it was handled.
 - h. The record of a negative vote (or affirmative vote if the motion failed to pass) of any member upon his request.
 - i. Sign the minutes with name and office.
 4. Call the meeting to order and ask the membership to elect a temporary presiding officer in the absence of the State President and the State Vice-President.
 5. Conduct all correspondence and send the State President and the Business Professionals of America, Delaware Association State Advisor copies of all letters written.
 6. Turn in the secretary's copy of the minutes of the State Leadership Conference to the Business Professionals of America, Delaware Association State Advisor.
 7. Attend and participate in the State Officer Leadership Team training conferences.
 8. Be familiar with the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
 9. Promote the general welfare of Business Professionals of America, Delaware Association.

10. Utilize and supplement the state officer resource files.
11. Be fully aware of the Business Professionals of America, Delaware Association Calendar of Activities.

D. The duties and responsibilities of the **STATE TREASURER** shall be to:

1. Be responsible for a record keeping system of all checks and deposits of the Association.
2. Give a State Treasurer's financial report at each State Officer Leadership Team meeting and upon request of the Business Professionals of America, Delaware Association State Advisor.
3. Be responsible for keeping an accurate record of all state receipts and disbursements.
4. Work with the State Advisor in preparing income and expense summary reports based on the current year's budget.
5. Prepare records for an audit committee at the end of the fiscal year.
6. Be familiar with the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
7. Promote the general welfare of Business Professionals of America, Delaware Association.
8. Attend and participate in the State Officer Leadership Team training and conferences.
9. Utilize and supplement the state officer resource files.
10. Be fully aware of the Business Professionals of America, Delaware Association Calendar of Activities.

E. The duties and responsibilities of the **STATE HISTORIAN** shall be to:

1. Assist with the maintenance of the State Business Professionals of America web site and newsletters with includes activities and the events of the chapters in the state.
2. Ask each chapter historian to send a calendar of activities or clippings and pictures from newspapers for the state web site and newsletters.
3. Take pictures at all state activities for the web site and newsletters and be responsible for the Business Professionals of America, Delaware Association camera.
4. Promote the general welfare of Business Professionals of America, Delaware Association.
5. Attend and participate in the State Officer Leadership Team training conferences.
6. Utilize and supplement the state officer resource files.
7. Be familiar with the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
8. Be fully aware of the Business Professionals of America, Delaware Association Calendar of Activities.

F. The duties and responsibilities of the **STATE PARLIAMENTARIAN** shall be to:

1. Serve as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.

2. Be familiar with the rules of parliamentary procedures according to Robert's Rules of Order, Newly Revised.
3. Attend and participate in the State Officer Leadership Team training conferences.
4. Utilize and supplement the state officer resource files.

III. Additional Responsibilities of the State Officer Leadership Team

- A. Attend all activities listed on the current state officer's calendar and any additional meetings requested by the Business Professionals of America, Delaware Association State Advisor.
- B. Notify the Business Professionals of America, Delaware Association State Advisor at least 24 hours before the start of a meeting if unable to attend. Two absences without a valid reason will result in removal from office upon a majority vote of the Executive Council.
- C. State-owned official Business Professionals of America blazers may be used or may be purchased. State-owned blazers that are not purchased must be cleaned and returned to the Business Professionals of America, Delaware Association State Advisor, by the end of the term of office.
- D. Participate in making a decision as to what the State Officer Leadership Team shall wear with the blazers.
- E. Wear official Business Professionals of America, Delaware Association attire at all meetings and functions, unless notified that other attire would be more appropriate.
- F. Develop and create a project to promote Business Professionals of America, Delaware Association that could be used by any of the State Officer Leadership Team or local chapters.
- G. Keep his/her local advisor informed of the state activities.
- H. Be responsible for the planning and presentation of all the general sessions to be held at the Business Professionals of America, Delaware Association Fall and State Leadership Conference.
- I. Be responsible for attending the National Business Professionals of America Leadership Conference, as possible, and participating by:
 1. Being an official voting delegate for the Business Professionals of America, Delaware Association.
 2. Attending all business sessions and wearing the official dress and voting delegate ribbons.
 3. Being available for campaigning for Delaware candidates.
- J. Counsel the newly elected state officers.
- K. Be prepared to give appropriate responses to questions about Business Professionals of America when asked by the public or news media.
- L. Maintain a current notebook of materials containing a list of suggestions and recommendations about being a member of the State Officer Leadership Team.
- M. Be punctual.
- N. Have written in manuscript form all materials necessary for any presentations. These should be rehearsed.

- O. Remember, this is a **TEAM EFFORT**. Team member's help one another look out for one another, are there for one another. The Team's Goals and Objectives take precedence over individual preferences.

IV. Responsibilities of the State Officer's Local Advisor

- A. Understand each item listed in the sections entitled "Specific Duties for Each State Officer" and "Additional Responsibilities of the State Officer Leadership Team."
- B. Know all the activities in which your state officer is to participate (refer to the Business Professionals of America, Delaware Association Calendar of Events) and help meet his/her obligations.
 - 1. Provide and/or arrange adult transportation for your officer to all Business Professionals of America meetings, if the student is unable to arrange their own transportation.
 - 2. Verify with your state officer that he/she has accommodations for all over-night Business Professionals of America, Delaware Association activities.
 - 3. Notify the Business Professionals of America, Delaware Association State Advisor at least 24 hours before the start of a meeting, which your officer cannot attend.
 - 4. Be sure that your state officer is prepared by having all necessary materials and wearing appropriate attire.
 - 5. Be aware of the expenses to be incurred by a state officer.
- C. Be aware that throughout the year, additional meetings may be added to the activities listed on the Business Professionals of America, Delaware Association Calendar of Events by the Business Professionals of America, Delaware Association State Advisor.
- D. Invite the parents of your state officer to be present at any Business Professionals of America, Delaware Association functions.
- E. Assist your state officer with the planning and practicing of any speeches and/or presentations.

V. State Officer Candidate Information Session

NOTE: Attendance at the officer screening as listed on the Business Professionals of America, Delaware Association Calendar is required of all candidates. Local advisor attendance is encouraged, but not required. Business attire is required.

This session will consist of:

- A. **Review of Specific duties and responsibilities** of State Officer Leadership Team members by current officers and state advisor(s).
- B. **A 2-4 minute presentation** by candidates highlighting their qualifications and motivation in running for state office.
- C. **Interview** with Executive Committee and State Advisor(s).

VI. Statewide Officer Candidate Speeches at State Leadership Conference

NOTE: Officer candidate speeches will take place during a meeting of all voting delegates at the State Leadership Conference. Elections will take place at the end of this session.

- A. Each candidate is required to give a two minute (minimum) to four minute speech. All candidates will be running for a position on the State Officer Leadership Team. The speech should include specific qualifications and criteria as to *why* the candidate should be elected into office. During the speech,

the candidate may not indicate the position in which you are seeking. The delegates' ballots, candidate preferences and the judgment of the Executive Council and Board of Directors will slate candidates elected by the delegates.

- B. Candidates will be chosen at random to address the delegates. They will remain in the holding room until they address the delegates.
- C. Offices will be elected and announced during the Awards ceremony in the following order: Kent Region Director, New Castle Region Director, Sussex Region Director, Historian, Reporter, Treasurer, Secretary, Vice-President and President.

VII. Officer Candidate Campaigning Information and Guidelines at State Leadership Conference

- A. Campaign materials may be set up in the designated area one hour prior to registration at the State Leadership Conference. An itemized list of campaign expenditures must be submitted during registration to the Assistant State Advisor for the State Officer Leadership Team. Campaigning is held at the specified time as designated by the Executive Council. Campaigning is not permitted at any other time before or during the conference.
- B. The order of speech presentations for each office will be determined at random.
- C. Rules regarding campaigning materials are as follows:
 - 1. No campaign materials can be attached to the walls; therefore, schools must supply their own easels or stands (not to be counted as part of campaign expense) for large campaign materials. Posters and banners should be self-supporting and no larger than standard-size poster board (22 x 28).
 - 2. Name cards, name tags, place cards, favors displays on easels, and balloons are permitted; however, small items should be limited to a minimum since the delegates and candidates will clean halls, etc., after campaigning ends.
 - 3. The individual campaign budget for each statewide candidate shall not exceed \$35.00. Any complimentary materials given to candidates must be priced at the current market value. This \$35.00 is to include any complimentary materials given to the candidate. The expense sheet must be signed by the candidate, campaign manager, and local advisor.
 - 4. Each candidate is responsible for seeing that all campaign materials are removed from the hotel lobby, meeting rooms, elevators, etc.

SAMPLE EXPENSE REPORT

Candidate Name

State Officer Candidate

Campaign Expense Report

Handouts (600)

Photographs	\$	10.00
Paper		5.00
Stencils		5.00

Posters (3)

Cardboard	\$	1.50
Construction Paper		.50

Give-Away (400)

Candy	\$	7.50
Cards		3.00
Ink, Glue		<u>2.00</u>

TOTAL	\$	34.50
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CANDIDATE _____

CAMPAIGN MANAGER _____

ADVISOR _____

CURRENT DATE _____

VIII. SUMMARY OF EXPECTED STATE OFFICER EXPENSES

- A. **Campaign** -- \$35 (This could be yours, financed by your local chapter or donated.)
- B. **Blazer** -- The state association furnishes this to officers for their term of office. The blazer can be purchased at a reduced price if you wish.
- C. **Official Dress** -- The state association pays for one; if the team selects more than one, then this is your expense.
- E. **Business Professionals of America, Delaware Association Officer Expense Claims/Meal Allowance**
1. No expense claim is to be processed unless signed by both **OFFICER** and the **ADVISOR**.
 2. All checks are to be mailed to the respective advisor only. Check will also be made payable jointly to both the **OFFICER** and **ADVISOR**.
 3. All expense claims are to be submitted approximately within one week after the close of the month, with payment following with the next two weeks.
 4. All expense claims, except mileage, must have a receipt. This includes meals, telephone calls, postage, duplication of materials, parking, lodging (if you paid for it), etc.
 5. Other information items:
 - a. Long distance calls home, etc., unless first approved, will not be reimbursed.
 - b. Charging movies to a room while at a meeting will not be reimbursed.
 - c. If an item is charged to your room that is above your meal allowance for that day or a non-reimbursed item, the amount of the charge will be deducted from your entitled reimbursement prior to processing payment. To avoid problems, it would be best that you not charge any item to your room.
- F. **State Conference** --The state association pays for your hotel room, registration, and allowable meals. Sometimes a local chapter helps pay for other expenses during the state conference, if funds are available.
- G. **National Conference** – If funds are available, the State association will contribute up to \$75.00 to cover officer expenses for those attending the National Leadership Conference.

Appendix A
BASIC CHART OF MOTIONS

	Second	Debate	Amend	Vote	Reconsider
PRIVILEGED MOTIONS (high privilege motions)					
Fix a time to which to adjourn	S	-	A	M	R
Adjourn	S	-	-	M	-
Recess	S	-	A	M	-
Raise a question of privilege	-	-	-	Ch.	-
Call for orders of the day	-	-	-	Ch.	-
SUBSIDIARY MOTIONS (assisting motions)					
Lay on the table	S	-	-	M	-
Previous question (close debate)	S	-	-	2/3	R*
Limit or extend debate	S	-	A	2/3	R
Postpone to a set time (definite) (To make Special Order 2/3vote)	S	D	A	M	R
Commit (refer to a committee)	S	D	A	M	R
Amend	S	D	Aa*	M	R
Postpone indefinitely	S	D	-	M	R-a
MAIN (or Principal) MOTION OR RESOLUTION...S NOTE: The above motions hold the rank indicated with the main motion lowest rank.	DA	M	R	-	
RESTORATORY MOTIONS (main motions)					
Reconsider (the vote)	S	D*	-	M	-
Rescind (repeal)	S	D	A	2/3*	R-n
Ratify (approve)	S	D	A	M	R-n
Take from the table	S	-	-	M	-
SPECIAL MAIN MOTIONS					
By-laws (amending or revising)	S	D	A	2/3	R-n
Accepting or adopting reports of committees	S	D	A	M	R
INCIDENTAL MOTIONS (incidental to the pending question)					
Demands or Requests (decided by the Chair)					
Point of Order	-	-	-	Ch.	-
Parliamentary Inquiry	-	-	-	Ch.	-
Miscellaneous Information or Requests	-	-	-	Ch.	-
Division of Assembly	-	-	-	Ch.	-
Withdraw a Motion (by motion S.M. R-n)	-	-	-	Ch.	-
Withdraw a second	-	-	-	Ch.	-
Question Quorum	-	-	-	Ch.	-
Objections					
Objection to General Consent	S	-	-	M	R-n
Object to Consideration of a Question	-	-	-	2/3	R-n
Appeal Decision of the Chair	S	D*	-	M	R
Reading Papers—Object to	S	-	-	M	R-n
Expeditors					
Suspend Rules	S	-	-	2/3	-
Choose Method Voting	S	-	A	M	-
Close Nominations of Polls	S	-	A	2/3	-
Reopen Nominations of Polls	S	-	A	M	R-n
Division of Question or Motion	S	-	A	M	R-n
Consideration by Paragraph—Seriatim (Chair may suggest)	S	-	A	M	R-n
Filling blanks	--*	-	-	M	R-n
<p>LEGEND: S Indicates a second is required D Indicates debatable A Indicates amendable. Aa Under Amend indicates only 2 amendments can be pending at one time. M (Majority) or "2/3" indicates vote required R That vote on motion may be reconsidered— if followed by a "n" only negative vote and if by an "A" only the affirmative vote Ch. Chair decides or rules.</p> <p>I.S. Indicates may interrupt a speaker. I.P. Indicates may interrupt a proceeding and usually a speaker with consent. * Indicates there are one or more exceptions but these can be considered minor as basically the rule indicated applies. - Indicates a "NO" under that heading.</p>					

EXTRACT from Marguerite P. Grumme's Basic Principles of Parliamentary Law and Protocol.

SAMPLE STATE OFFICER CANDIDATE FAQ

INFORMATION AND HISTORY

1. What are the three levels at which Business Professionals of America was organized in which to operate? (Local, State, National)
2. What are the two major divisions of Business Professionals of America? (Secondary, Post-secondary)
3. Each state association holds its own conference. List four (4) activities accomplished at these conferences. (Elect officers, competitive events, transact business, workshops.)
4. What year was the Office Education Association formed? (1966)
5. Where is the Business Professionals of America National Center located (city, state)? (Columbus, Ohio)
6. Name your Region Director. (Varies by year, region)
7. What are the four levels of the secondary torch awards program and how many points are necessary to achieve each level? (local executive/10 pts, region diplomat/30 pts., state statesman/50 pts., national ambassador/70 pts.)
8. Name the seven (7) divisions of the torch award on the secondary level. (leadership, service, cooperation, knowledge, friendship, love/hope/faith, patriotism)
9. Name the following people:
 - a. State Advisor is: _____
 - b. State President is: _____
 - c. Advisory Board Chairperson is: _____
10. What is the current national theme for Business Professionals of America?
11. What are the special recognition awards presented at the State Leadership Conference?
13. Name the four (4) points of the Emblem. (Poise, Ambition, Leadership, Sociability).
14. How many regions are there in Delaware? (three)
15. Name the six (6) Delaware vocational student organizations. (Business Professionals of America, DECA, FFA, FCCLA, TSA, SkillsUSA)

PARLIAMENTARY PROCEDURE INFORMATION

DIRECTIONS: Give the term, which most correctly matches the given definition.

1. **Constitution**
Should contain the name of the organization, purpose of the organization, qualifications for membership, criteria for becoming officers, and for holding elections and meetings.
2. **Appeal**
Questioning by a member of a decision made by the presiding officer by asking the members present to vote either for or against the presiding officer's decision.
3. **Parliamentary Law**
An unwritten law of democratic procedure originating from the rules of the early English Parliament.
4. **Two-Thirds Vote**
Term used to indicate the number of members who must vote favorably for an action or a motion before it becomes unacceptable.
5. **Previous Question**
A proposal to end debate on a motion immediately and bring it to a vote.
6. **Secondary Motion**
Any motion that can be made while a main motion is pending.
7. **Amendment**
An alteration to a main motion by inserting, changing, or striking out words and phrases, but not changing the meaning or the intent of the main motion.
8. **Postpone**
Delay.
9. **Question**
Term, which may have several different meanings in parliamentary law. It may call for an immediate vote or an issue or call for a division of the assembly.
10. **Withdraw a Motion**
Remove a motion from before the assembly.
11. **Rescind**
Term used to indicate a previously accepted motion or action is to be made void.
12. **Lay on the Table**
Term used to indicate that a motion is to be temporarily laid aside.
13. **Main Motion**
Motion to bring before the assembly for its consideration any item of business or particular subject that is deemed appropriate for the assembly to consider and discuss.
14. **Precedence**
The ranking of motions.
15. **Orders of the Day**
The stated order of business for a meeting

PARLIAMENTARY PROCEDURE AT A GLANCE

CLASSIFICATION OF MOTION	CAN THE SPEAKER BE INTERRUPTED? CONSIDERED?	IS A SECOND NEEDED	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS REQUIRED	CAN IT BE RE-
Lay on the Table	----	YES	----	----	MAJORITY	
Previous Question (Close Debate)	----	YES	----	----	2/3	YES
Limit or Extend Debate	----	YES	----	YES	2/3	YES
Postpone to a Set Time (Definite)	----	YES	YES	YES	MAJORITY	YES
Refer to a Committee	----	YES	YES	YES	MAJORITY	YES
Amend a Motion	----	YES	YES(1)	YES	MAJORITY	YES
Postpone Indefinitely	----	YES	YES	----	MAJORITY	YES(3)
Reconsider the Vote	YES(3)	YES	YES	----	MAJORITY	----
Rescind or Repeal	---- YES(4)	YES	YES	----	MAJORITY	
Ratify or Approve	----	YES	YES	YES	2/3	YES(4)
Take from the Table	----	YES	----	YES	MAJORITY	----
Amending or Revising By-Laws	----	YES	YES	YES	2/3	YES(4)
Accepting or Adopting Reports Committees	----	YES	YES	YES	MAJORITY	YES
Point of Order	YES	----	----	----	CHAIR RULES	----
Parliamentary Inquiry	YES(3)	----	----	----	CHAIR RULES	----
Misc. Information or Requests	YES(3)	----	----	----	CHAIR RULES	----
Division of Assembly	YES(3)	----	----	----	CHAIR RULES	----
Withdraw a Motion	YES(3)	----	----	----	CHAIR RULES	----
Withdraw a Second	YES(3)	----	----	----	CHAIR RULES	----
Question Quorum	YES	----	----	----	CHAIR RULES	----
Objection to General Consent	YES(3)	YES	----	----	MAJORITY	YES(4)
Object to Consideration of a Question	YES(3)	NO	NO	NO	2/3	YES(4)
Appeal Decision of Chair	YES(3)	YES	YES	----	MAJORITY	YES
Object to Reading Papers	YES(3)	YES	NO	NO	MAJORITY	YES
Suspend Rules	YES(3)	YES	----	----	2/3	----
Choose Method of Voting	YES(3)	YES	----	YES	MAJORITY	----
Close Nominations or Polls	YES(3)	YES	----	YES	2/3	-----(2)
Reopen Nominations or Polls	YES(3)	YES	----	YES	MAJORITY	YES
Division of Question or Motion	YES(3)	YES	----	YES	MAJORITY	----
Consideration by Paragraph	YES(3)	YES	----	----	MAJORITY	YES(4)
Filling Blanks	YES(3)	----	----	----	MAJORITY	YES(4)

(1) Only two- amendments can be pending at one time.
 (2) vote may be reconsidered only if an affirmative vote

(3) may interrupt a proceeding and usually a speaker with consent
 (4) vote may be reconsidered only if a negative vote

DEADLINE: JANUARY 17, 2012
(RETAIN COPY FOR ADVISOR and STUDENT)

**Business Professionals of America
Delaware Association**

STATE OFFICER INTEREST FORM

Name: _____

National Member: Yes No

Number of years in the organization and offices held (local & state): _____

Business subjects completed or currently enrolled in (subject, grade, and year): _____

Other activities: _____

Will any of the activities listed above interfere with your responsibilities should you be elected to the State Officer Leadership Team?

How does holding a State Office relate to your educational and career goals? _____

In 100 words or less, explain your qualifications and why you believe you are a good candidate for the State Officer Leadership Team. **This statement will be used EXACTLY AS SUBMITTED (please type) for a Candidate Profile Sheet to be reviewed by delegates at the State Leadership Conference.** _____

School Name: _____

School Phone: _____

School Address: _____

City, State, Zip

Home Address: _____

Home Phone: _____

City, State, Zip

E-mail Address: _____

Certification

To the best of my knowledge, _____ meets the qualifications to be a state officer. The applicant agrees to adhere to the state officer candidate rules and regulations. If elected, he/she will receive the enthusiastic support of the school, chapter, advisor, and family members in the execution of duties of the office.

Date _____ Candidate _____

Date _____ Principal/Designee _____

Date _____ Local Advisor _____

Date _____ Parent/Guardian _____

Return to: Lisa Stoner-Torbert, State Advisor
Business Professionals of America
Department of Education
35 Commerce Way
Dover, DE 19904
SLC N510

DEADLINE: January 17, 2012

The Delaware Association of Business Professionals of America is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in Delaware Association of Business Professionals of America's constitution, bylaws, or policies.

**Business Professionals of America
Delaware Association**

STATE OFFICER COMMITMENT FORM

As a candidate for a State Officer position with the Delaware Association of Business Professionals of America, Secondary Division I understand and agree. . .

1. that the specific office to which I may be elected will be decided by the Voting delegates, and that I will accept that decision,
2. that I will accept and fulfill the responsibilities of the office to which I may be elected, and that I will serve with dignity in order to promote a positive image for our National, State, and Local associations,
3. that official Association attire is required at all State Association and official meetings, and that I will care for the State Association blazer and official attire as though it were my own,
4. that my term of office, if elected, begins at the close of the National Leadership Conference 2009 and concludes at the end of the National Leadership Conference 2010, that I will attend all State Association meetings and conferences, including but not limited to the following, and that absence from a meeting will have prior approval by the Assistant State Advisor
 - a. Summer Training, June 18-22, 2012
 - b. Monthly State Officer Meetings, April, 2012 – April, 2013 (first meeting April 16, 2012)
 - c. Fall Leadership Conferences, October and/or November, 2012
 - d. Winter Planning/Officer Information Session, February, 2013
 - e. State Leadership Conference, February, 2013
5. that by missing **Summer Training** or more than **two** meetings or mandatory activities, I am subject to removal from office as determined by the State Officer Leadership Team and the Board of Directors
6. that my expenses for lodging, meals, and registration fees while attending State Association meetings will be paid by the State Association, but that transportation and other miscellaneous expenses will be my financial responsibility,
7. that I will conduct myself with honor and dignity, upholding the Delaware Delegate Conduct Rules at all official meetings; and further, I will conduct myself according to the policies and procedures of the school where I am currently a student,
8. that I may be asked to resign my office should I miss more than two meetings or fail to fulfill any of my official responsibilities.

Candidate's Signature / Date

Chapter Advisor

As the Chapter Advisor of a prospective State Officer, I:

- 1. acknowledge that I have reviewed and discussed the foregoing Office Candidate commitment with our chapter’s candidate,
- 2. understand that I may need to assist my candidate with the responsibilities of the office to which he/she may be elected and further, that I agree to accept this responsibility.

Advisor’s Signature / Date

Parent/Guardian

As the parent/guardian of a prospective State Officer, I:

- 1. understand that, if elected, my son/daughter will represent the Delaware Association at various meetings throughout the year; and that incurred expenses to attend these meetings may not necessarily be paid by the State Association and will be the responsibility of the officer and/or parent(s),
- 2. understand that the Chapter Advisor will assist my son/daughter in the fulfillment of his/her responsibilities, but that neither they, the school, nor the National or State Associations of Business Professionals of America, their representatives or assignees will be responsible for errors of omission, accidental injury, or death while my son/daughter is participating in any function of the National, State or Local Associations,
- 3. give my permission for my son/daughter to be a candidate for a State Office, and agree to support him/her in fulfilling the responsibilities of the office, if elected.

Parent/Guardian’s Signature / Date

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