

# MEMORANDUM

## To the Local Chapter and Advisor:

The following packet contains important information concerning Oklahoma BPA State Executive Council Candidacy. Ensure that you completely review the Local Chapter Section of this Handbook pertaining to your duties in relation to BPA State Executive Council Candidates. Review the Election Information section for information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for office.

## Important Reminders:

1. Candidates should print the **Candidate Checklist** in the forms section of this handbook to ensure completion of all required documentation.
2. Candidates who submit **incomplete** OR **late** application forms and materials **will be automatically eliminated** (all required items are included on the Candidate Checklist)
3. NO handwritten documents will be accepted. All candidate information MUST be keyed.
4. ALL candidate information must be submitted to Paxton Cavin by **February 8, 2019**.

## Included are:

1. Candidate Handbook
2. Candidate forms

If you have any questions or concerns, please do not hesitate to contact Paxton Cavin, BPA State Advisor at [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) OR Natasha Smith, Election Coordinator at [smith.natasha@unionps.org](mailto:smith.natasha@unionps.org).

All application materials are due by **February 8, 2019**

- Email ALL documents at once to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov)
- OR by mail postmarked no later than **February 5, 2019** to:

ODCTE/BMITE  
Attn: Paxton Cavin  
1500 W 7<sup>th</sup> Ave  
Stillwater, OK 74074

# Oklahoma BPA State Executive Council Handbook



# GENERAL INFORMATION

## Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the Oklahoma BPA State Executive Council Election for prospective state executive council candidates and local chapters at the State Leadership Conference (SLC).

## By-Laws

Information in this handbook may be used for all divisions and was taken from the *Oklahoma Business Professionals of America By-Laws*.

A copy of the *Oklahoma Business Professionals of America By-Laws* can be found at <https://www.okcareertech.org/students/student-organizations/bpa/bpa-general-information>

## Executive Council

### Definition and Role

State officers are known collectively as the “State Executive Council”. They are the student representatives for the entire state association membership. They represent the state association at various conferences and meetings throughout the state during their term of office.

### Structure

The State Executive Council is composed of a total of eight (8) positions designated as follows:

- Six (6) elected positions (secondary or post-secondary): *President, Vice-President (2), Secretary, Reporter, and Chaplain*
- *Parliamentarian* (secondary or post-secondary) appointed by the Oklahoma State Advisor, primarily based on the candidate that scores highest on the Parliamentarian Procedures online exam.
- *Mid-Level Representative* appointed by the Oklahoma State Advisor

### Duties

The elected and appointed officers shall perform the duties provided in this section and other duties as are prescribed for the office in these bylaws, by the Executive Council, by the State Advisor or in the adopted parliamentary authority.

A. Duties of the President. The President shall:

- a. preside over all business meetings;
- b. preside over all Executive Council meetings;
- c. establish and appoint members and chairs of appropriate committees and assist in their activities;
- d. serve as an ex-officio, non-voting member of all committees;

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- e. perform other duties of a presiding officer;
  - f. promote the general welfare of Business Professionals of America, Oklahoma Association.
- B. Duties of the Vice-Presidents. The Vice-Presidents shall:
- a. serve in any capacity as directed by the President;
  - b. accept the responsibilities of the President as occasions may demand;
  - c. assist in compiling and publishing the State Association Annual Report;
  - d. serve as a liaison between local members and the State Executive Council;
  - e. contact each assigned local chapter at least once each month;
  - f. promote the general welfare of Business Professionals of America, Oklahoma Association.
- C. Duties of the Secretary. The Secretary shall:
- a. keep an accurate record of all business and Executive Council meetings;
  - b. promptly submit one (1) printed copy of the minutes and any substantiating reports to the President, State Executive Council, and the State Advisor;
  - c. promote the general welfare of Business Professionals of America, Oklahoma Association.
- D. Duties of the Reporter. The Reporter shall:
- a. prepare and submit the organization's news to all news media;
  - b. serve as the public relations liaison to other State associations and the national organization;
  - c. compile local chapter activity news for the State newsletter;
  - d. promote the general welfare of Business Professionals of America, Oklahoma Association.
- E. Duties of the Chaplain. The Chaplain shall:
- a. be in charge of appropriate devotional exercises for council meetings and State association meetings;
  - b. document and submit all historical events such as conferences, meetings, etc. to the State chapter;
  - c. compile local and State chapter activities for the State scrapbook;
  - d. be available for promoting the general welfare of chapter meetings;
  - e. provide inspiration and encouragement to the State Executive Council;
  - f. serve as a liaison to middle level chapters;
  - g. promote the general welfare of Business Professionals of America, Oklahoma Association.
- F. Duties of the Parliamentarian. The Parliamentarian shall:
- a. advise the President and other association members on the orderly conduct of business in accordance with the organization's bylaws and the current edition of Robert's Rules of Order, Newly Revised;
  - b. be responsible for the general conduct at all business and Executive Council meetings;
  - c. advise on points of order, should the occasion arise, during business meetings;
  - d. promote the general welfare of Business Professionals of America, Oklahoma Association.
- G. Duties of the Mid-Level Representative. The Mid-Level Representative shall:
- a. aid in the overall success of the State Executive Council;

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- b. assist in the taking of minutes;
- c. gain a foundational knowledge of basic parliamentary procedure;
- d. attend all mandatory events as established by the State Advisor;
- e. provide vital opinions and perspectives representative of the mid-level division;
- f. promote the general welfare of Business Professionals of America, Oklahoma Association.

### Responsibilities

BPA State Executive Council members are held to a very high standard and must comply with all policies and procedures outlined by Oklahoma BPA, and the State Advisor for Oklahoma BPA.

**Failure to comply is cause for removal from office.** Many of these responsibilities include, but are not limited to the following:

- Attend CareerTech University (CTU) for leadership training
  - Failure to attend in its entirety WILL result in removal from office
- Attend ALL scheduled meetings and be on time
  - Refer to the 2019-2020 Important Dates list
  - Failure to attend is cause for removal from office
- Provide guidance, leadership, and inspiration to all members
- Represent the views of the membership, not those of the individual officer
- Maintain timely and professional correspondence with typed, proper style communications
- Respond to ALL e-mail communications within 48 hours
- Provide monthly activity reports regarding official BPA activities.
- Wear the organization's official blazer when representing Oklahoma BPA
- Submit a monthly report of participation in Organization activities and program of work to State President
  - State President will compile and submit a monthly report of team's participation to State Advisor and ODCTE Staff
- Fulfill their responsibilities, but shall not let them interfere with continuing their education
- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate (other than at NLC)
- Notify the state advisor or designee and the division of Business, Marketing, & Information Technology Education immediately of circumstances that prevent carrying out of any assignment
- Be available to represent the organization as requested and approved by the state advisor or designee and the division of Business, Marketing & Information Technology Education
- Abide by the State Executive Council Code of Ethics as established by Oklahoma BPA

## State Executive Council 2019 – 2020 Important and Mandatory Dates

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Below is a listing of events and meetings that State Executive Council Officers are **required** to attend. Please review all dates carefully and confirm that you have NO conflicts *before* submitting your application. **Failure to attend any required event may result in removal from office.** \*\*\*Note that failure to attend CareerTech University (CTU) in its entirety WILL result in automatic removal from office.\*\*\*

The only exception is BPA National Leadership Conference (NLC). Due to CareerTech not covering or reimbursing travel expenses for this event, it is exempt from mandatory attendance.

February 27, 2019	<b>Executive Council Applicant Screening</b>	Stillwater, OK ODCTE
March 11-13, 2019	<b>(SLC) State Leadership Conference</b>	Tulsa, OK Hyatt Regency Tulsa
March 27, 2019	<b>State Officer Orientation/Training</b>	Stillwater, OK ODCTE
April (TBD)	<b>SLC Winner’s Workshop</b>	Stillwater, OK ODCTE
May 1-5, 2019	<b>(NLC) National Leadership Conference</b>	Anaheim, CA TBD
May 29-31, 2019	<b>(CTU) CareerTech University</b>	Wagoner, OK Tulakogee Conference Center
August 1-2, 2019	<b>CareerTech Summer Conference</b>	Cox Convention Center, OKC Francis Tuttle – Rockwell
September 18, 2019	<b>Monthly Meeting 9:00 a.m. – 4:00 p.m.</b>	Stillwater, OK ODCTE
October 14-15, 2019	<b>(FLC) Fall Leadership Conference</b>	Norman, OK Embassy Suites
November 6, 2019	<b>Monthly Meeting 9:00 a.m. – 4:00 p.m.</b>	Stillwater, OK ODCTE
December 11, 2019	<b>Monthly Meeting 9:00 a.m. – 4:00 p.m.</b>	Stillwater, OK ODCTE
January 15, 2020	<b>Monthly Meeting 9:00 a.m. – 4:00 p.m.</b>	Stillwater, OK ODCTE
February 5, 2020	<b>Monthly Meeting 9:00 a.m. – 4:00 p.m.</b>	Stillwater, OK ODCTE
March 9-11, 2020	<b>(SLC) State Leadership Conference</b>	Tulsa, OK Hyatt Regency Tulsa

# CANDIDATE INFORMATION

## Application Qualifications:

The student candidate for Oklahoma BPA State Executive Council in the Mid-Level, Secondary or Post-Secondary Division must meet the specific qualifications below.

### Recommendation of Local Chapter & Advisor

(Mid-Level and Secondary Division) – The candidate must be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter.

(Post-Secondary Division) – If from a chartered chapter, be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter. If from a 2- or 4-year post-secondary institution without a chartered BPA chapter, be endorsed by the State Advisor.

### Membership

(Any Division) – The candidate must be a current, dues-paid, active student member in good standing.

### Leadership

(Any Division) – The candidate must commit loyalty to Business Professionals of America. If elected, the officer must make any State Executive Council duties, responsibilities, and event attendance top priority and should not use any other leadership roles as an excuse to neglect official duties.

### Enrollment

(Any Division) – The candidate must be enrolled in a business technology-related course throughout his/her term of office and remain an Oklahoma resident during his/her term.

### Grade Point Average

(Any Division) – The candidate must have a cumulative 2.50 grade average based on a 4.0 scale (official school transcript required). If elected, the officer must maintain a cumulative GPA of at least 2.50 as well as not having a term GPA below 2.5. Documentation may be requested by the State Advisor to ensure that the officer maintains these GPA requirements throughout their term. Failure to maintain GPA requirement will result in removal from office.

## Application Procedures:

Candidates for office will select *General Office, Parliamentarian or Mid-Level*. Candidates for General Office DO NOT DECLARE A SPECIFIC POSITION. The six candidates receiving the most votes will be assigned to a specific office by the Oklahoma BPA State Advisor.

Candidates will complete all forms and materials specified in the Candidate Checklist section and send to the State Advisor by the designated deadline.

Candidates will then wait for notification of review and acceptance.

## Application Materials:

### Forms provided to Candidate (see Candidate Forms Section)

1. OKBPA Executive Council Nomination Form
2. OKBPA Executive Council Commitment Form
3. OKBPA Executive Council Reasons for Removal Form
4. OKBPA Executive Council Social Media Contract
5. OKBPA Executive Council Uniform Information Sheet
6. OKBPA Permission to Drive/Ride Form
7. Candidate Checklist

### Materials to be supplied by Candidate

1. Letter of application which includes the candidate's reason(s) for applying addressed but NOT separately mailed to:  
Paxton Cavin  
Oklahoma BPA  
1500 W 7<sup>th</sup> Ave  
Stillwater, OK 74074
2. Candidate's resume which includes candidate's career objective (one page maximum length, typed on 8 ½ x 11-inch paper)
3. Official school transcript
4. Two letters of reference (*one must be from your local chapter advisor*)
5. Candidate's statement of 200 words or less stating his/her name and why he/she wishes to be a candidate for state office (candidates cannot mention a specific office). The statement must be emailed as a Word attachment to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov). These 200 word statements or less will be posted on the OK BPA website as submitted by the candidate before SLC for review by members including voting delegates.
6. Candidate's responses to social media questions which will be posted on the OK BPA Facebook page on Monday the week of SLC .
7. A color photograph of candidate dressed professionally (wallet size or bigger)
  - a. Not required to be in BPA uniform
8. Digital version of color photograph – emailed to Paxton Cavin at [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov)

## Application Review:

Each applicant's application forms and materials will be carefully reviewed for accuracy and completeness.

Applicants who submit **handwritten, incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**

## Notification of Eligibility:

All applicants will receive notification from Oklahoma BPA via email concerning the status of their application for State Executive Council candidacy.



Notification will be made by the State Advisor directly to the applicant and their local advisor via email.

Notification will be made no later than February 15, 2019

**Following notification of eligibility, the applicant will:**

- Again, thoroughly review all information contained within this Handbook
- Prepare campaign materials, including speech
- Prepare a campaign expense report for ALL campaign materials
- Attend Officer Candidate Screening on February 27, 2019 at the Oklahoma Department of Career and Technology Education in Stillwater beginning at 9:00 a.m.

## **Officer Candidate Screening Process:**

The screening process is a multifaceted evaluation of the applicant's potential ability to serve Oklahoma BPA. Applicants will be evaluated quantitatively and qualitatively based on the factors outlined below. In order to qualify as an official candidate, applicants **MUST** achieve a **minimum score of 245 points of a possible 350**.

### **Nomination Form (100 points)**

Nomination forms must be complete, accurate, grammatically correct, and professional. In preparation for the Campaign Rally at the BPA State Leadership Conference, each applicant shall bring their proposed campaign budget and sample campaign materials to screening (pictures of each item are acceptable). The panel of judges will evaluate these items.

### **Panel Interview (100 points)**

A professional committee of 4 qualified individuals appointed by the Oklahoma BPA State Advisor will rank and score applicants based on their response to interview questions and performance of the script reading.

### **Script Reading (50 points)**

A sample script will be provided to candidates to read during the panel interview. This will gauge each candidate's ability to read a script in front of a group. Scripts will **NOT** be provided in advance of candidate screening day.

### **BPA Merit Scholar Test (100 points)**

Applicant's knowledge (*excluding Mid-level*) will be tested over all things BPA. Topics will include competitive events, Torch Awards, BPA Cares, leadership, parliamentary procedure, and professionalism.

Recommended study materials include:

- Oklahoma BPA Bylaws
- Oklahoma BPA and National BPA Websites
- Roberts Rules of Order, Newly Revised
- LEAD (CTYou.org Resource)

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Nomination form <i>(including budget &amp; campaign materials)</i>	100
Panel Interview	100
BPA Exam	100
Script Reading	50
<b>TOTAL</b>	
<b>Applicants must receive 245 points (or 70%) of the possible 350 points.</b>	

**Recorded Campaign Speech**

Each applicant (*excluding Parliamentarian & Mid-level*) should come prepared to record a 2 minute campaign speech during candidate screen on March 12, 2019. Applicants may NOT use props or skits. This recording will only be used if applicant meets the minimum requirements to be placed on the voting ballot as an official candidate at BPA State Leadership Conference. The professional recording studio on-site at ODCTE will be used to record these videos.

**\*Applicants must receive a minimum score of 245 to be placed on the ballot\***

**Notification of Official Candidacy:**

Applicants and their local advisor will be notified regarding their status as an official candidate for state executive council. Official candidates are those that have passed the screening process of a minimum score of 280 or 70% of the total.

Upon notification of official candidacy, the candidate should next prepare for the BPA State Leadership Conference, which takes place on **March 11-13, 2019**.

More detailed information on election sessions at SLC can be found in the Election Sessions section.

**Campaign Regulations:**

**Pre-approval of campaign materials**

A sample of all campaign materials and handouts along with an itemized budget must be submitted during Officer Candidate Screening on **February 27, 2019**. A picture of an item is acceptable as a sample.

**Responsibility**

- The candidate, his or her campaign manager, local chapter voting delegates, members and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

**Campaign Manager** (optional, but strongly encouraged)

- The campaign manager must be a current, dues paid, active member in good standing, of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must attend the candidate briefing meeting with the candidate.

**Expenditures**

A maximum of \$350.00 may be spent on campaign materials. This amount is based on fair market value and must be listed on an applicant's itemized budget.

Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report, but will not be an expense item.

No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.

The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the Election Coordinator at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value.

No gum, stickers, or other adhesives will be allowed for campaigning

***\*Items not listed on the expenditure report must be removed from campaign area and cannot be used in the campaign.***

***\*Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.***

**Campaigning**

Prior to the SLC –

- No campaigning is allowed prior to the opening of the Campaign Rally booths at State Leadership Conference. Along with the application packet, candidates will submit responses to questions that will be posted to social media source(s) by Oklahoma BPA on the Monday before SLC. At that time, candidates and campaign managers may also utilize Twitter and Facebook social media sources to announce candidacy. NO other campaigning is allowed prior to SLC.
- Candidates or representatives of their campaigns may not contact any other chapter or the members of any other chapter at their schools or home.

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- Absolutely no literature announcing a student's candidacy or related to the candidate is to be mailed to other chapters or members
- The candidate's own chapter is the only exception but is limited to verbal announcement.

At the SLC –

- No campaigning may be conducted prior to the opening of the Campaign Rally booths at the State Leadership Conference
- Campaign materials may only be distributed during the time of the Campaign Rally
- Campaign materials cannot be distributed outside of the candidate's booth area. All materials will be restricted to a 6x5 foot area, including a provided table.
- Candidates must wear their official SLC nametag and identification ribbons at all times during conference activities
- Candidates are responsible for cleaning up all campaign materials

### **Campaign Speech**

- Shall be limited to a maximum of 2 minutes
- The officer candidate will give an individual statement of qualifications and their platform
- Candidates may not refer to any office by name
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience responses.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.

### **Officer Election Grievance Policy**

- Grievances may be filed by any member.
- The Grievance Form (available in the forms section of this document) must be completed and submitted to the State Election Coordinator by the local chapter advisor or designee no later than one (1) hour after the incident.
- Grievances concerning campaign procedures will be handled by the Grievance Committee which is composed of the State Advisor, BMITE State Program Administrator, State Election Coordinator, and a CEAC member without any conflict of interest. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
- The candidate, local advisor, and local administration (if present) will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.

### **Parliamentarian Guidelines:**

- Applicants who wish to be considered for the appointed office of Parliamentarian must select "Parliamentarian" from the drop down menu on the State Executive Council Nomination Form. Since the State Advisor appoints this position, applicants that apply for State Parliamentarian are not eligible for an elected officer position.
- Parliamentarian applicants will follow all processes at the Screening Day outside of campaign materials, as they do not participate in the Campaign Rally. In addition, the

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Parliamentarian candidates must take the online Parliamentary Procedure Concepts exam during the designated online testing dates for the State Leadership Conference.

### **Mid-Level Guidelines:**

**The mid-level officer position is designed for members that will be heading into the 7<sup>th</sup> or 8<sup>th</sup> grade.** Applicants currently in the 6<sup>th</sup> or 7<sup>th</sup> grade should select “Mid-Level” from the drop down menu on the State Executive Council Nomination Form. Applicants currently in the 8<sup>th</sup> grade should select “Secondary” from the drop down menu on the State Executive Council Nomination Form. All mid-level applicants will be exempt from the following on State Officer Screening day:

- Completing a campaign budget

### **Post-Secondary Guidelines:**

Students who are seniors applying for a post-secondary executive council position must be an active member of a BPA chapter. If the post-secondary institution the student will be attending does not have a chartered chapter BPA chapter, the student will become a paying member of the Oklahoma Virtual Post-Secondary BPA Chapter and under the supervision of the previous local advisor and/or the state advisor.

# ELECTION INFORMATION

## **Voting Delegate Allocation:**

Each local chapter in good standing with up to 50 members shall be entitled to send two (2) voting delegates, who shall be chosen from the active members, to the State Leadership Conference. For each additional (50) members, chapters will be allocated one (1) additional voting delegate.

## **Voting Delegate Responsibilities:**

Voting Delegates play an important and vital role in the election of the State Executive Council. Therefore, it is crucial that all voting delegates including Alternate Voting Delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will...

- Read this Handbook thoroughly; ask questions as necessary, and abide by all campaign/election regulations
- Wear the appropriate Voting Delegate ribbon at all times
- Attend all campaign and election sessions and encourage others to attend:
  - Campaign Rally
  - Business Meeting
  - Caucus/Election
- Be seated promptly for all sessions at the designated time and place (alternates only if necessary)
- Be prepared with electronic devices (cell phones, tablets, etc.) for electronic voting

## **Election/Voting Delegate Procedures:**

Voting delegates will hear speeches at the Opening Session of SLC. Voting delegates must also attend the Campaign Rally to meet and talk to the candidates.

Voting delegates will then attend a meeting exclusively for voting delegates. In this meeting, votes will be cast for the State Executive Council electronically. Voting delegates must bring an electronic device capable of connecting to the internet in order to cast votes.

Voting delegates will be required to have voting delegate ID card to enter this meeting.

# ELECTION SESSIONS

## **Campaign/Candidate Briefing Meeting**

**Who must attend:** Candidates, Campaign Managers & Local Advisors

**Who can attend:** Voting delegates

## **Opening Session:**

**Who must attend:** All conference attendees

**What will happen:**

- Candidates will give their campaign speeches

## **Campaign Rally**

**Who must attend:** Candidates, Campaign Managers, and all Voting Delegates

**What will happen:**

- Conference delegates and advisors will have the opportunity to personally meet, talk to, and question the candidates.

## **Voting Delegate Meeting:**

**Who must attend:** All Voting Delegates ONLY

**What will happen:**

- Voting delegates will cast their votes for the State Executive Council electronically.

## **Grand Awards Session**

**Who must attend:** Candidates

**What will happen:** New officers will be installed during the awards session

## **New Officer Meeting**

**Who must attend:** New Officers and their Local Advisor

**What will happen:** Information will be given to the newly elected officers in preparation for attending officer training.

# FORMS

This section contains forms referred to throughout the handbook:

- **OKBPA State Executive Council Nomination Form**
  - Needs to be completely keyed. No handwritten forms will be accepted
  - Needs applicant and local advisor signatures
- **OKBPA State Executive Council Commitment Form**
  - Needs applicant, local advisor, parent & school administrator(s) signatures
- **Grievance Contact Information Form**
  - Need's candidate and local advisor signatures
  - Information is used in case of a grievance against the candidate
- **OKBPA State Executive Council Reasons for Removal Form**
  - Needs applicant, local advisor, parent & school administrator signatures
- **OKBPA State Executive Council Social Media Contract Form**
  - Needs applicant & local advisor signatures
- **Candidate's Social Media Responses**
  - Send hard copy with application if mailed
  - Email Word document to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov)
- **OKBPA State Executive Council Uniform Information Sheet**
  - Needs to be completely filled out
- **OKBPA Permission to Drive/Ride Form**
  - Needs signatures of applicant, local advisor, parent & school administrator(s)
- **Candidate Checklist**
  - Needs signatures of applicant and local advisor

Before submitting your completed materials, double check to make sure everything is filled out correctly and completely.

**NO CANDIDATE PACKETS WILL BE ACCEPTED  
LATE, INCOMPLETE, OR HANDWRITTEN.**



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**State Executive Council Nomination Form**

**CANDIDATE INFORMATION**

Which officer position are you applying for? Choose an item. Division: Choose an item.

Name of Candidate: \_\_\_\_\_ Phone: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian/Spouse's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Indicate relationship:* \_\_\_\_\_

Hometown Newspaper: \_\_\_\_\_

Newspaper Mailing Address: \_\_\_\_\_

Candidate Grade Level: \_\_\_\_\_ Current GPA: \_\_\_\_\_

**SCHOOL INFORMATION**

Name of School: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Local Advisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Advisor Email: \_\_\_\_\_

Provide evidence of leadership in school, civic, or other organizations:

Name of Organization	From – To	Office Held

Describe involvement in other activities, school related or otherwise, that don't necessarily involve leadership:

\_\_\_\_\_

\_\_\_\_\_

*The above candidate is a member in good standing of his/her local chapter of BPA. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved business related program.*

\_\_\_\_\_  
Chapter Advisor

*If elected, I will attend ALL State Executive Council Meetings, Leadership Conferences, and other dates specified by the List of Required Dates, adhere to the Code of Ethics, actively service in office to the best of my ability, and abide by the Constitution and policies of Oklahoma BPA.*

\_\_\_\_\_  
Officer Candidate

## OK BPA State Executive Council Commitment Form

Desire and willingness to work are major qualities a state officer must possess. Please be sure you have the desire to do your part and are willing to devote your time and efforts for a full year of service to Oklahoma BPA if elected. Please read the commitment form carefully. It is important to realize you are agreeing with all of the commitments. The candidate, advisor, parent and administrator are required to sign this form with the understanding that a state officer may be removed from office if the state officer does not satisfactorily follow the standards listed below.

The State Officer shall:

- ✓ Commit the entire year to the BPA State Executive Council activities and treat all organization activities as a priority. Officers must remain in good standing with local chapter for entire term.
- ✓ Be willing to schedule time to minimize conflict at home, work, and school in order to maximize participation as an officer of BPA State Executive Council.
- ✓ Behave in a courteous and respectful manner to your Local Advisor, State Advisor, and Executive Council Officer team.
- ✓ State Executive Council members are expected to operate with the utmost integrity and full transparency in all matters. Anything less may result in forfeiture of office.
- ✓ In communication via email, text message, telephone or any social media sites, you must behave in a courteous and respectful manner to your Local Advisor, State Advisor and State Executive Council Officer team. You must refrain from language and actions that might bring discredit upon the association. You will be verbally warned the 1st time; 2nd time you are reprimanded you will be written up for the infraction, and 3rd offense will result in removal of office.
- ✓ Participate fully in all appropriate activities, conferences, workshops, business meetings, State Executive Council meetings, etc. for which you have responsibility. Absences from these activities will not be accepted and you will result in the forfeiture of your office.
- ✓ Maintain frequent communication with all members of the State Executive Council and advisors. Every memo or communication (email, blog, Facebook, Twitter, etc.) you plan to distribute to the membership and their advisors must be approved by your state advisor before distribution.
- ✓ Agree to maintain proper dress and good grooming in order to project a desirable image of the BPA student organization at all times.

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- ✓ Be willing to take and follow instructions as directed by your advisor and team members even though they may not be in agreement with your desires.
- ✓ Serve as a member of the team and always maintain a cooperative attitude. Keep in mind that even if the majority of your team votes and approves a decision or an action you personally do not agree with, you will accept the decision the team has made and follow through with the decision in a positive manner.
- ✓ In order to maximize teamwork and minimize the risk of conflicts of interest, Oklahoma Business Professionals of America maintains the following policy in respect to fraternization: All romantic or dating relationships between officers are prohibited.
- ✓ Work in harmony with fellow officers, and not knowingly engage in conversations detrimental to other members, officers, advisors, or other partners. Work without complaining about being tired, sleepy or overworked, etc. especially in public or around other BPA Members. In conference settings, you will be dead tired but you must project a positive attitude. Others are watching and listening.
- ✓ Treat all members of the student organization equally and without discrimination.
- ✓ Forego alcohol, tobacco, and illegal substances.
- ✓ While staying with the officer team during conferences, meetings, or other BPA activities, respect the curfew set by the State Advisor. No State Executive Council member is allowed in a room other than the room assigned by the State Advisor. Failing to abide by these rules is a serious offense and could result in immediate dismissal.
- ✓ Strive through preparation and practice to develop into an effective public speaker and workshop presenter.
- ✓ Write all letters, thank-you notes, reports, and other correspondence regularly and on time.
- ✓ Do not violate any state or federal laws.
- ✓ Conduct myself in a manner commanding respect without any display of superiority.
- ✓ Be willing to ask for and accept constructive criticism and evaluation of my total performance.
- ✓ Periodically evaluate my personality and attitudes and make efforts to improve.
- ✓ Maintain at least a 2.5 grade point average during the term of office.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA

- ✓ Allow the State Advisor and State Executive Council access to all social networking sites, such as Facebook, Twitter, Instagram, etc. Agree to remove any material deemed inappropriate or controversial.
- ✓ It is imperative that State Officers arrive on time for all appointments and meetings; take an intelligent and willing part in all activities and commitments. In this regard, candidates must be willing to put business before pleasure.
- ✓ State officer agrees to the use of their image and name by Oklahoma BPA for media/promotional purposes.

**The signatures below indicate:**

An understanding of the duties assigned to the state officer

- Acceptance of the responsibility to support and assist the candidate in the performance of the duties of his/her office during entire term of office.
- Ensure that, if elected, officers and advisors are able to attend all required events.

I understand that if I violate or ignore any of the above standards, the following consequences may occur:

- Being removed from the conference and/or activity by the BPA state advisor, state chair, local advisor, or other staff and sent home at their own expense.
- Have any honors or offices withdrawn.
- Monetary Deposit not being returned as the term of office was not completed.

While serving in the role of a State Executive Council member, I agree to abide by all of these commitments and statements.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Parent Signature**

I understand the duties of a state BPA officer and I agree to support and assist the candidate in the performance of the duties and assignments during the term of office.

\_\_\_\_\_  
**Advisor Signature**

I understand the duties of a state BPA officer and I agree to support the candidate and advisor in the performance of their duties and assignments during the candidate's term of office.

\_\_\_\_\_  
**Mid-Level or High School Administrator Signature**

\_\_\_\_\_  
**Technology Center Administrator Signature**

**NOTE:** If a secondary student attends a technology center, both the high school and technology center administrator must sign.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA  
**Grievance Contact Information Form**

According to the Grievance Policy, "The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate."

Please complete the contact information below to ensure that the Grievance Committee will be able to contact you if action is taken against your candidate.

Officer Candidate \_\_\_\_\_

Contact Phone Number at SLC \_\_\_\_\_

*I have verified the number above*

Candidate Signature \_\_\_\_\_

Local Advisor of Candidate \_\_\_\_\_

Contact Phone Number at SLC \_\_\_\_\_

*I have verified the number above*

Local Advisor Signature \_\_\_\_\_

## State Executive Council Reasons for Removal from Office Form

A national officer may be declared "inactive" and/or removed from office in the following situations.

***Declaration of "inactive" status and possible removal from office for:***

1. Failure to attend the SLC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required State Executive Council meetings and events.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Advisor and/or the Executive Council.

***Immediate and automatic removal from office for:***

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures
3. Failure to attend CareerTech University (CTU)

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Oklahoma Business Professionals of America as well as the State Advisor.

I understand if removed, I will immediately return all materials purchased by Oklahoma BPA including the official Oklahoma BPA blazer, and can be held responsible for the cost of the official uniform.

Candidate Signature \_\_\_\_\_

Date: \_\_\_\_\_

Local Advisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA  
**State Executive Council Social Media Contract**

As a State Executive Council member, you are responsible for not only representing your local chapter, but also serving as a brand ambassador for Oklahoma Business Professionals of America. You must portray yourself, and the organization, in a positive manner at all times, which includes using extreme caution when posting on any social media platforms. The Oklahoma BPA State Advisor reserves the right to monitor all State Officer’s social media accounts and request that any content deemed controversial or socially insensitive be removed or deleted immediately. As a State Officer, you must read and sign this contract acknowledging your responsibility regarding the use of all social media accounts.

All State Officers are required to comply with the following:

**Responsibilities:**

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive *professional* image of Business Professionals of America
- Interact with State membership on BPA professional accounts
- Post appropriately, respectfully, and thoughtfully
- Refrain from using **official** Oklahoma BPA photos or BPA logos as any profile, cover, or banner images on personal social media accounts.

**Do’s & Don’ts:**

Do’s	Don’ts
<b>Follow Oklahoma BPA social media platforms as well as allow Oklahoma BPA staff to follow you</b>	Block any Oklahoma BPA staff from viewing your posts
<b>Positively interact with membership using professional and encouraging language</b>	Use any derogatory language, remarks, or profanity
<b>Keep personal views off all BPA accounts</b>	Express any controversial viewpoints (ex. politics)
<b>Immediately remove anything when asked to do so</b>	Involve yourself with alcohol or drugs, including liking and quoting such references
<b>Complete all assigned postings or get someone to cover for you</b>	Forget and/or ignore your responsibilities
<b>Be your professional self and share BPA news through all social media bases supported by BPA</b>	Share any account information to those NOT on the team
<b>Think twice before posting or putting yourself in inappropriate positions</b>	Have incriminating, violence, any form of nudity, inappropriate gestures, etc. references

By signing this Social Media Agreement, you agree to follow all rules outlined above and you understand that disciplinary actions may be imposed for failure to comply with any rule listed above.

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State Officer Candidate Signature

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Local Advisor Signature



## Candidate's Social Media Responses

Your answers to the following questions will be posted to the Oklahoma BPA website and official Oklahoma Business Professionals of America Facebook page on Monday the week of SLC. A link may also be posted on the Oklahoma Business Professionals of America Twitter and Instagram accounts. Limit your responses to 50 words or less for each question. Answers longer than 50 words will be cut off at the 50 word point. You may choose not to respond to any/all questions, however, it will be stated that you chose not to respond. Send a copy of your answers with your application packet and email a Word attachment to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) by February 8, 2019.

1. What experiences have you had in Business Professionals of America to prepare you for the State Executive Council?
2. What experiences have you had outside of BPA to prepare you for state office?
3. Pretend you're the Oklahoma BPA State Advisor. What three concerns about the organization's future keep you up at night?
4. You're a new addition to the crayon box. What color would you be and why?
5. What realistic changes and enhances will you make as a state officer?
6. If you woke up and had 1,000 unread emails and could only answer 50 of them, how would you choose which ones to answer?
7. What makes you a leader?

## State Executive Council Uniform Information Sheet

Applicant must complete this form and submit it as part of the State Executive Council Application.

### **MEN**

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*\*If unsure on measurements, it is recommended that men go to a department store or a suit store and asked to be measured in order to obtain the most accurate and professional measurements.*

*\*If measurements are reported incorrectly the applicant may be responsible for uniform charges.*

Dress Jacket / Blazer Size:

Chest: \_\_\_\_\_

*Example: 30, 32, 34, 36, etc.*

Length: \_\_\_\_\_

*Example: Short, Regular, Long*

Dress Shirt Size:

Neck: \_\_\_\_\_

*Example: 14 ½, 15, 15 ½, etc.*

Sleeve Length: \_\_\_\_\_

*Example: 32-33, 35-35, 36-37*

Dress Slacks Size:

Waist: \_\_\_\_\_ X Inseam: \_\_\_\_\_

*Example: 32 x 32, 36 x 32*

T-Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

Polo Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

### **WOMEN**

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Dress Jacket / Blazer Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

Blouse/Shell Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

Skirt Size: \_\_\_\_\_

*Example: 2, 6, 10, 14, etc.*

*OR Example: 0, 3, 7, 11, etc.*

T-Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

Polo Shirt Size: \_\_\_\_\_

*Example: S, M, L, XL, 2XL*

## State Executive Council Permission to Drive Form

**Please check one or more of the following:**

I/We give permission for the above member of the BPA State Executive Council to drive a personal vehicle to any approved BPA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

I/We give permission for the above-mentioned member of the BPA State Executive Council to ride with another member of the BPA State Executive Council, State Executive Council Coordinator, State Advisor, State ODCTE Staff, or another local advisor to any approved BPA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

**Required Signatures:**

\_\_\_\_\_ Date: \_\_\_\_\_  
State Executive Council Member

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_ Date: \_\_\_\_\_  
Local Chapter Advisor

\_\_\_\_\_ Date: \_\_\_\_\_  
Mid-Level or High School Administrator

\_\_\_\_\_ Date: \_\_\_\_\_  
Technology Center Administrator

## Candidate Checklist

Either e-mail digital, keyed versions of ALL the following to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) by February 8, 2019 OR mail printed, keyed versions of ALL the following to Oklahoma BPA (address provided at beginning of this application).

- Candidate's Checklist (*signed by candidate & local advisor*)
- Candidate's Nomination Form (*signed by candidate & local advisor*)
- Candidate's Letter of Application (*addressed to State Advisor but submitted with the packet*)
- Candidate's Resume (*1 page and must include career objective*)
- Candidate's 200-Word Statement
- Candidate's Social Media Responses
- Chapter Advisor Letter of Recommendation
- Second Letter of Recommendation
- Candidate's Commitment Form (*signed by candidate, local advisor, parent & administrator*)
- Reasons for Removal Form (*signed by candidate, local advisor, parent & administrator*)
- Grievance Contact Information Form (*signed by candidate & local advisor*)
- Social Contract Form (*signed by candidate & local advisor*)
- Uniform Information Sheet
- Permission to Drive/Ride Form (*signed by candidate, local advisor, parent & administrator*)
- Color Photo (*wallet size or larger, candidate should be dressed professionally in photo*)
- OFFICIAL Transcript
- Advisor Agreement (*signed by local advisor and local administrator, please email [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) for this form*)

Email the following to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) if choosing to postmark the above items:

- Word attachment of Candidate's 200-Word Statement
- Word attachment of Candidate's Social Media Responses
- Digital version of the color photo

I understand the top 17 items listed on the checklist must be properly submitted via by February 8, 2019 to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) OR postmarked by February 5, 2019 to **ODCTE/BMITE, Attn: Paxton Cavin, 1500 W 7<sup>th</sup> Ave. Stillwater, OK 74074**. I also understand that the final 3 items must be emailed to [paxton.cavin@careertech.ok.gov](mailto:paxton.cavin@careertech.ok.gov) by February 9, 2019 if I choose to postmark my application. Failure to do so will result in disqualification.

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Candidate Signature

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Local Advisor Signature

# State Officer Grievance Form

*For local chapter use in the event of a grievance at SLC – NOT to be used in officer application*

Local Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Local Advisor or Designee: \_\_\_\_\_

Name of Officer Candidate: \_\_\_\_\_

Grievance:

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Action by Grievance Committee:

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## Signatures

\_\_\_\_\_  
State Advisor

\_\_\_\_\_  
BMITE Program Administrator

\_\_\_\_\_  
Election Coordinator

\_\_\_\_\_  
CEAC Member