



Dear Tennessee FBLA State Officer Candidate:

You are about to begin a once-in-a-lifetime experience by running for a Tennessee FBLA state officer position! The road to state office is a challenging one, without shortcuts or easy ways to reach your goal. It is, however, a very rewarding experience. Enclosed are the procedures and forms required for a successful candidacy. By studying the information carefully, your road will be much smoother.

Once your decision is made to run for office, the first step is for your chapter adviser to submit the [Intent to Run](#) form and submit it [online](#) **no later than December 10, 2021 at 5:00 p.m. CT**. This form notifies Tennessee FBLA that you intend to run for a state office and that your application will be submitted [online](#) **no later than January 20, 2022 at 5:00 p.m. CT**. Next, make sure your chapter adviser has you registered for your regional leadership conference, whether you are competing or not, because you will be expected to take your state officer candidate exam onsite. (If your regional conference is cancelled due to inclement weather, you will be expected to take the exam upon your arrival at the Tennessee FBLA State Leadership Conference in Chattanooga in March.)

All state officer candidates must have completed a minimum of one year of FBLA membership and have served in a leadership capacity (chapter office) for their local chapter prior to running for state office. Your application for office must first be submitted to your local FBLA adviser and school official for approval signatures. Any scanned application documents must be very neat and print-friendly. Otherwise, your application may be subject to disqualification.

As you begin preparing for this experience, keep in mind that while the process may be stressful at times, it should also be fun and rewarding. This packet consists of a number of lists to help you with managing this process. Use them as checklists, putting a mark beside them when they are complete or understood, and reviewing them before you arrive at the Tennessee FBLA State Leadership Conference. Please do not hesitate to contact me at (615) 767-6210 or Steven.Mitchell@tn.gov if you need assistance.

Good luck!

A handwritten signature in black ink that reads "Steven J. Mitchell".

Steven J. Mitchell, MS, MAEd
Tennessee FBLA State Adviser

STEPS TO RUNNING FOR TENNESSEE FBLA STATE OFFICE

The Tennessee FBLA state officer candidate process includes the following steps:

- ✓ **Step 1:** Submit [Intent to Run](#) form by **December 10, 2021** at **5:00 p.m. CT**.
- ✓ **Step 2:** Submit a complete state officer application [online](#) by **January 20, 2022** at **5:00 p.m. CT**.
 - The candidate's application and supporting documents must be complete, accurate, and received by the deadline.
 - Once a candidate has submitted an application for an office, s/he does not have the option of changing his/her decision and running for another office unless that option is expressly offered by the Tennessee FBLA state adviser.
 - That option will be made in writing to all eligible candidates if there is a severe imbalance in the number of candidates for specific offices. In the case of this offer, this is absolutely no obligation for the candidate to change positions. Doing so would have to be a decision that the candidate and chapter adviser feel comfortable accepting.

During the Virtual Regional Competitions Week

- ✓ **Step 3:** Complete Tennessee FBLA state officer candidate exam

At the Tennessee FBLA State Leadership Conference

- ✓ **Step 4:** Complete Nominating Committee Interview
- ✓ **Step 5:** [Campaign](#) at the Tennessee FBLA State Leadership Conference.
- ✓ **Step 6:** Participate in the [Voting Delegate Session](#) at the Tennessee FBLA State Leadership Conference.

TENNESSEE FBLA STATE OFFICER OBLIGATIONS

I. Uniform

Tennessee FBLA state officers will be required to purchase their uniforms during the Tennessee FBLA new state officer training in April. Below is a list of uniform pieces that will be purchased. State officers should be financially prepared to spend \$350.00 on their uniform pieces during the state officer training in April. Every effort will be made to keep this cost as low as possible for the state officer and his/her family.

- Uniform items state officers should bring with them to the training in April.
 - Properly fitted FBLA blazer
 - Khaki color pants (chino style; no jeans)
- Uniform items to be purchased during the state officer training in April.
 - Two (2) official FBLA state officer skirts/pants (\$60 each).
 - One (1) pair of casual chino pants, if necessary.
 - Three (3) coordinating dress shirts.
 - Dress shoes (heels and flats for females)
 - Accessories (necklaces, ties, earrings, etc.)

II. Meetings

Serving Tennessee FBLA begins at the conclusion of the 2022 Tennessee FBLA State Leadership Conference and concludes at the closing of the 2023 Tennessee FBLA State Leadership Conference.

Tennessee FBLA state officers are required to attend the meetings below during their year of service.

Spring 2022

- ✓ March 31 | 12:00 p.m.–2:00 p.m. | New State Officer Orientation | Chattanooga
- ✓ April 15-17 | New State Officer Training | Nashville area

Summer 2022

- ✓ June 28–July 3 | Institute for Leaders & National Leadership Conference | Chicago
- ✓ August (TBD) | Tennessee CTSO State Officer Leadership Training (SOLT) | Nashville area

Fall 2022

- ✓ September (TBD) | DECA/FBLA Fall Leadership Camp | Camp Widjiwagan
- ✓ September/October (TBD) | Tennessee CTSO Regional Fall Leadership Conferences
- ✓ November (TBD) | National Fall Leadership Conference | TBD
- ✓ December 3–5 | State Conference Planning Meeting | Chattanooga

Spring 2023

- ✓ January–February | Regional Leadership Conferences | Various assigned locations
- ✓ April 2–5 | Tennessee FBLA State Leadership Conference | Chattanooga

the above dates are subject to change

THE ROLE OF THE LOCAL CHAPTER ADVISER

During Officer Candidacy

- The chapter adviser must submit the [Intent to Run](#) form by **December 10, 2021 at 5:00 p.m. CT**.
- For the actual application, the candidate must submit his or her [completed application](#) to the local FBLA chapter adviser with all information required in this packet, along with the signed application forms.
- The local FBLA chapter adviser is the only person authorized to initiate Tennessee FBLA state officer candidates.
 - Each local chapter will be allowed to submit a maximum of one (1) candidate for state office.
 - The local FBLA adviser may use any procedure s/he wishes to determine which candidate(s) is (are) eligible to run for a Tennessee FBLA state office from the local chapter.
- It is the local FBLA adviser's responsibility to verify all forms and documents and sign the code of conduct and other application forms.

During the State Officer's Year of Service

- Attend the officer trainings/meetings if requested.
- Support your state officer through encouraging your local chapter to attend various Tennessee FBLA meetings and conferences where your officer will be leading the members.
- Support your state officer by maintaining communication about state officer meetings/activities and providing accountability for your state officer to meet deadlines and submit assignments.



STEP 1: STATE OFFICER CANDIDATE INTENT TO RUN FORM

Deadline for chapter adviser to submit to Tennessee FBLA: **December 10, 2021 at 5:00 p.m. CT**

This form is intended to capture a picture of likely candidates for the Tennessee FBLA state officer team. This information will assist in fostering an even distribution of candidates and allows the Tennessee FBLA state adviser to prepare testing materials for all candidates.

This form should reflect a serious intent to run for office, but it does not:

- **obligate the member to run for office.**
- **obligate the member to run for the same office as listed on the Intent Form.**
- **ensure the acceptance of a potential candidate.**

Candidate's Name		State Officer Position Seeking	
Candidate's Date of Birth		Candidate's Current Grade	
Candidate's Cell Phone Number		Candidate's Email Address	
Candidate's Home Street Address			
City	State	Zip Code	
Chapter Name (<i>do not abbreviate</i>)		Tennessee FBLA Region	
Chapter Street Address			
City	State	Zip Code	
Chapter Adviser's Name			
Chapter Adviser's Cell Phone Number		Chapter Adviser's Email Address	

Chapter Adviser's Acknowledgement: *I understand that signing this form in no way obligates the student to run for office or the local chapter to support the student. It also does not ensure that the student will be accepted as an official candidate. It is simply a statement of interest, allowing both the student and the association to prepare for the state officer election process.*

Chapter Adviser's Signature

Chapter advisers must submit this form [online](#) and retain a copy for your records.

STEP 2: OFFICER APPLICATION

The following list describes the materials that must be submitted [online](#). The following materials must be present in order to be considered for nomination as a Tennessee FBLA officer candidate.

- **Completed** [Tennessee FBLA State Officer Application](#)
- **Completed** [Statements and Schedule Agreement Form](#)
- **Completed** [Chapter Adviser Certification for Nomination Form](#)
- **Completed** [State Officer Code of Professional Conduct Form](#)
- **Resume** – This professional resume should focus on your qualifications for Tennessee FBLA state office and should not exceed two (2) pages in length.
- **Personal Letter of Involvement & Intent** – This letter should be addressed to the Tennessee FBLA state adviser, Steven J. Mitchell, and should explain a description of your involvement in business, school, and other civic groups, as they relate to FBLA. This letter should also include your goals and objectives for wanting to serve as a Tennessee FBLA state officer. It should include your plans for the 2022-23 term and should encourage the voting delegates to elect you to run for Tennessee FBLA state office. The letter should not exceed two (2) pages.
- **Three (3) Letters of Recommendation** – These letters of recommendation should focus on the professional aspects of your personality and should emphasize you as a team player and capable leader. One letter must be from your chapter adviser. Additional letters could be from a district official, school administrator, guidance counselor, or business person who is familiar with your work ethic, scholastic achievements, and community involvements.
- **Official Transcript** – You must submit an official transcript with your school's official seal or notary. The transcript must include a written explanation of the grading procedure and must be signed by a school official.
- **Color Photograph** – Your photograph should be a professional-quality, high-resolution headshot. The picture should be taken from the shoulders up in business professional attire.
- **List of Campaign Items** – You must submit a list of all items, which will be used as part of your campaign. This includes giveaway items as well as items used within your campaign booth (TV, dart boards, basketball hoops, etc.).
- **Planned Campaign Budget** – For nomination consideration, you are required to submit a basic budget including all expenditures you anticipate, as well as all the revenues you anticipate. The revenues will include in-kind donations. NOTE: This budget should be as specific as possible, excluding travel costs for your campaign team. See the sample budget below. Tennessee FBLA understands the budget may change prior to the Tennessee FBLA State Leadership Conference, which is why you must bring an updated budget to the interview session.

Sample Planned Campaign Budget

Expenditure	Quantity	Description	Cost
Printing	100	Brochures, flyers, banners	\$40.00
Giveaways	300	Pencils, buttons	\$260.00
TOTAL EXPENSES			\$300.00

Revenue	Description	Income
Corporate Donations	Donations from local businesses	\$50.00
Giveaways	In-kind donations	\$100.00
Fundraising	Community/Chapter fundraising	\$150.00
TOTAL REVENUE		\$300.00



Statements and Schedule Agreement Form

Please initial the following statements indicating that you understand and agree.

- _____ I am a Future Business Leaders of America member, and I have paid my dues for the school year.
- _____ I understand the duties and responsibilities of the office I will hold.
- _____ I will be able to travel as needed for duties of the office I will hold.
- _____ I understand that expenses for travel will be reimbursed according to Tennessee FBLA travel regulations.
- _____ I agree to uphold the Tennessee FBLA State Officer Code of Conduct and will always present myself in a professional manner.
- _____ I have permission from my parents/guardians and school officials to attend the following required meetings:

2022-23 State Officer REQUIRED meetings:

Spring 2022

- ✓ March 31 | 11:00 a.m.–12:00 p.m. | New State Officer Orientation | Chattanooga
- ✓ April 15-17 | New State Officer Training | Nashville area

Summer 2022

- ✓ June 28–July 3 | Institute for Leaders & National Leadership Conference | Chicago
- ✓ August (TBD) | Tennessee CTSO State Officer Leadership Training (SOLT) | Nashville area

Fall 2022

- ✓ September (TBD) | DECA/FBLA Fall Leadership Camp | Camp Widjiwagan
- ✓ September/October (TBD) | Tennessee CTSO Regional Fall Leadership Conferences
- ✓ November (TBD) | National Fall Leadership Conference | TBD
- ✓ December 3–5 | State Conference Planning Meeting | Chattanooga

Spring 2023

- ✓ January–February | Regional Leadership Conferences | Various assigned locations
- ✓ April 2–5 | Tennessee FBLA State Leadership Conference | Chattanooga

I have read and fully understand the expected schedule and campaign guidelines and agree to adhere to these guidelines.

State Officer Candidate Signature and Date

Chapter Adviser Signature and Date

School Administrator Signature and Date

Parent/Guardian Signature and Date



CHAPTER ADVISER CERTIFICATION FOR NOMINATION

The credentials for _____, who is the candidate choice of our chapter, meet our expectations to run for state office. To the best of my knowledge, this applicant meets the qualifications specified in the Tennessee bylaws and the current guidelines for the office of _____ and, if nominated, will receive the enthusiastic support of the school, chapter, and parent/guardian in the execution of his/her campaign for office. If elected he/she will also receive enthusiastic support during the year of service.

Parent/Guardian's Signature

School Administrator's Signature

Chapter Name

City

State

Tennessee FBLA Region

We have read this packet of information, rules, regulations, and procedures. We understand the information presented, including all mandatory meeting dates, and agree to abide by it during the campaign and hopeful year of service. (A signed copy of this form must accompany the candidate's application.)

Tennessee FBLA State Officer Candidate's Signature

Chapter Adviser's Signature



STATE OFFICER CODE OF PROFESSIONAL CONDUCT

As the elected representatives of the student members of Tennessee FBLA, officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization, and the members.

Because the ultimate responsibility for Tennessee FBLA's finances, procedures and policies of necessity remain the sole purview of the State of Tennessee, the Tennessee FBLA officers are precluded from:

- Entering into any contractual relationship on behalf of the organization, and
- Committing the organization to any policy without specific authorization of the Tennessee FBLA state adviser.

By signing this Tennessee FBLA Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a Tennessee FBLA officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered all-inclusive.

I. Professional Responsibilities and Standards

As a Tennessee FBLA officer, I will

- abide by the officer dress code while representing the association.
- complete and submit all reports and assignments on time, correctly formatted.
- attend and participate in all called meetings, conferences, and appointments.
- comply with all conference rules and regulations including curfews, dress codes, etc.
- actively participate as a leader in regional functions.
- visit a minimum of two schools per semester in my elected area (east, middle, west) and file the appropriate report with the Tennessee FBLA state adviser.
- keep my knowledge of Tennessee FBLA current for discussion and informational purposes.
- avoid expressing personal opinions relative to political or controversial issues when I am representing Tennessee FBLA.
- act with good manners, integrity and high moral action.
- only post (and allow others to post) appropriate material on social media.
- (for officers of legal age) not use tobacco products while in the presence of student members or advisers.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat, or steal.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a Tennessee FBLA officer (follow the higher standards of conduct of either the function of the Tennessee FBLA State Officer Code of Conduct).
- balance my schoolwork and FBLA activities, making FBLA a priority.

- file expense reports within 10 days of any activity eligible for reimbursement. If expenses include more than food costs (such as supplies, mileage, etc.), I will receive permission from the Tennessee FBLA state adviser.
- provide my own transportation to regional and state events.
- (as a high school student) not drive myself to FBLA functions, even if I am 18 years of age or older. It is the responsibility of my chapter adviser or my parents to provide my transportation.
- purchase appropriate clothing (including the FBLA blazer) for official and travel wear. I will bring \$350.00 to the new state officer training to shop for coordinated clothing. An allowance of \$100 (receipts required) will be provided to purchase formal wear for the Tennessee FBLA State Leadership Conference Grand Awards Session.
- obtain advance approval from the Tennessee FBLA state adviser for all activities where the officer is representing Tennessee FBLA. Officers may not independently solicit invitations to meetings or conferences.
- follow instructions given by the Tennessee FBLA state adviser or his/her designee.
- commit to a full year of service. If I choose to leave the team early, I will be financially responsible for costs incurred by Tennessee FBLA for my training.

Violations of the Professional Responsibilities and Standards may result in travel suspension for up to three (3) months. These violations are focused on the officer's representation of Tennessee FBLA at any activity. Violations will be documented and the penalties assessed by the Tennessee FBLA state adviser. Officers may appeal the decision.

II. Conduct Unbecoming a Tennessee FBLA State Officer

As a Tennessee FBLA state officer, I will not:

- violate the law, including but not limited to
 - consuming or possessing alcoholic beverages or other controlled substance.
 - theft or other felony crimes.
- represent someone else's work as my own.
- engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes written or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the Tennessee FBLA state adviser.



STATE OFFICER CODE OF PROFESSIONAL CONDUCT FORM

Violations of Conduct Unbecoming a Tennessee FBLA officer will result in travel restrictions of three (3) to twelve (12) months or removal from office. A violation of the Conduct Unbecoming a Tennessee FBLA officer does not necessarily have to be associated with the officer's representation of Tennessee FBLA. Violations will be documented and penalties assessed by the Tennessee FBLA state adviser. Officers may appeal the decision.

The chapter adviser and officer will be notified in writing of any violation when the penalty is assessed.

I, _____, understand and agree to this Tennessee FBLA State Officer Code of Professional Conduct.

State Officer Candidate's Signature

Date

I have read the above and understand this code of conduct as it pertains to the Tennessee FBLA state officer candidate.

Parent/Guardian's Signature

Date

Chapter Adviser's Signature

Date

STEP 3: TENNESSEE FBLA STATE OFFICER CANDIDATE TEST

Tennessee FBLA state officer candidates must take the Tennessee FBLA State Officer Candidate Exam and score 80 percent or better. Topics and places to seek more information regarding FBLA and Tennessee FBLA to help study for the exam are as follows:

- Tennessee FBLA information posted on www.FBLATN.org.
- FBLA-PBL website, www.FBLA-PBL.org.
- Basic parliamentary procedure
- Basic FBLA-PBL and Tennessee FBLA history and facts

STEP 4: NOMINATING COMMITTEE INTERVIEW

The following guidelines outline the minimum requirements that must be met in order for Tennessee FBLA to accept a member as an official state officer candidate.

The candidate must:

- Be an active member of Future Business Leaders of America (FBLA).
- Submit a complete application.
- Score at least 80 percent on the Tennessee FBLA State Officer Candidate Exam.
- Hold (or have held) a local chapter office.
- Hold a 2.5 scholastic average or higher based on an "A" letter grade being equivalent to a 4.0 for each of the previous two (2) completed semesters of school prior to the 2022 Tennessee FBLA State Leadership Conference.
- Pass the Nominating Interview at the Tennessee FBLA State Leadership Conference.

The Nominating Committee

Local chapter advisers representing the four Tennessee FBLA regions will be asked to appoint **representatives to serve on the nominating committee**. The nominating committee could consist of the following people:

- local chapter delegates from the six Tennessee FBLA regions
- the current Tennessee FBLA state officer team
- the Tennessee FBLA state officer coach
- Tennessee FBLA alumni and/or Tennessee FBLA professional members
- Tennessee FBLA state council or advisory council member
- Tennessee Department of Education staff

The nominating committee has two tasks to complete. The first is to determine those individuals who are eligible to run for a Tennessee FBLA office. Only candidates declared eligible can seek nomination. Candidates declared eligible will be announced after all candidates have been interviewed at SLC. Combined scores of the state officer candidate exam and the nominating committee interview, along with materials submitted with the application for office, will be used by the nominating committee to determine candidates who are eligible and the candidates the committee will nominate.

The second task of the nominating committee is to nominate one candidate for each office. Only one candidate will be recommended for each office by the nominating committee. Candidates who are not recommended will need to be nominated by a voting delegate from another school, in their region, to continue. If you are not nominated by the nominating committee or a voting delegate, your campaign ends. **TIP:** Candidates may want to make prior arrangements with another chapter in case this happens to them.

- The candidate appears before the nominating committee the first day of the Tennessee FBLA State Leadership Conference. Candidates will be interviewed individually and work in a team setting.
 - If a candidate is late to a nominating committee interview, s/he will be disqualified unless the committee feels the individual has a reasonable excuse. The following are NOT ACCEPTABLE

excuses: (a) overslept; (b) the restaurant was slow; (c) local chapter pictures; (d) could not find the room; (e) forgot to check the schedule.

- Only candidates interviewed by the nominating committee will be eligible to run for state office.
- Each candidate will bring a final campaign budget to the interview session, listing expenditures and revenues including in-kind donations. This budget should show any changes from the one submitted with the application. A sample of each item used during the campaign and any material distributed must be brought to the interview session on the first day of the conference, excluding large booth decorations. Each of these items should be listed on the final campaign budget. These samples may not be returned.
 - A **maximum budget** of \$300 is allowed.
- **No materials can be taken to the interview.**



NOMINATING COMMITTEE EVALUATION CRITERIA

The following list represents qualities that the nominating committee will be looking for in the interview process:

PRE-INTERVIEW

Introduced self properly, stated the office seeking, spoke clearly and forcefully, good first impression, physically poised and ready, stood until invited to sit down.

APPEARANCE

Good color coordination, clothing clean and well pressed, hair clean and neat, facial appearance clean and natural, wears FBLA blazer, good posture, pleasant smile.

ATTITUDE

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, competitive and open-minded.

PROFESSIONAL MANNER

Courteous, poised, ability to take constructive criticism, ability to remember names, sense of humor, conversational.

SPEECH

Proper grammar, good diction, speaks clearly and smoothly, appropriate word selection, appropriate use of gestures, good eye contact.

LEADERSHIP QUESTIONS RESPONSE

Organization of answers, answers are logical and reasonable, responds to questions directly and readily, interesting to listen to, precision of word usage (concise, speaks to the point), maintains cool (doesn't get flustered or shaken), thinks question through before answering.

POST INTERVIEW

Thanks the committee, remains poised, leaves promptly, still eager.

STEP 5: CAMPAIGNING

All local chapters are expected to operate in good taste in the promotion of their candidates so as not to disrupt any planned conference event. Because of the publicity this event generates annually, it is absolutely necessary for all candidates to reflect the professional conduct expected of a potential state association leader.

The following rules will be strictly enforced during officer campaigns:

- Each candidate is allowed one campaign manager and one campaign assistant.
- New technologies, including social media, have made it very easy to communicate with members outside of your local area. However, you are not allowed to mention your candidacy on any social media profiles until you have been approved to do so after the mandatory orientation meeting at SLC.
- No campaign materials shall be attached (taped, glued, tacked, hung, stuck) to the walls, doors, windows, floors, or other property of the Chattanooga Convention Center.
- No campaign materials are permitted in the hotel room areas.
- No campaign materials may be distributed in the general sessions or voting sessions.
- Campaign t-shirts with the name or likeness of the candidate can be worn by a candidate's campaign team in the designated campaign booth area. **No campaigning is allowed outside of the campaign booth area.**
- There will be no campaigning after curfew. All candidates and campaign workers must be in their rooms by curfew.
- If a local chapter believes a campaign violation has been made, the chapter adviser should notify the Tennessee FBLA state adviser.
- The candidate shall be dressed in business professional attire.
- The candidate will give a speech, not to exceed three (3) minutes, during the voting session of the conference, and all candidates must answer one question pertaining to him/herself directly after the speech.

Campaign Booth

- Booth set-up instructions and times will be provided by the state adviser during the state officer candidate orientation meeting at the Tennessee FBLA State Leadership Conference.
- It is the responsibility of each local chapter and candidate to see that ALL campaign materials are picked up and removed immediately following the close of the campaign booths. No campaign materials will be allowed in any of the election sessions.
- Convention center regulations prohibit any food, candy, or liquids as a part of any campaign.
- Campaign booths can be 6' wide by 8' high by 3' deep. Each booth will be furnished with one six-foot table (undraped), two chairs, and a local chapter (or candidate) name sign.
 - There will be no electricity supplied to the booths.
 - Booth assignments will be shared during the state officer candidate orientation meeting.

- There is a maximum of one (1) booth per candidate.
- Candidates must keep all of their campaign materials and equipment within their assigned space. Walkways around the booth may NOT be used to extend the space of the booth.
- Tennessee FBLA reserves the right to make changes in the arrangement of these booths if necessary.
- **TIP:** Cell phone use by candidates while at the booth could appear rude and unprofessional to the delegates trying to meet the candidates.
- **It is a Tennessee FBLA rule that no campaign materials can be attached to the walls, floors, or other property of the convention center** – even if the campaign team has received permission from convention services.
- Candidates will be allowed up to two (2) promotional items (giveaways) plus any printed materials (brochures, flyers, cards, posters, signs) at their booth.
- The Tennessee FBLA officer candidate and his/her local chapter will be responsible for seeing that all campaign materials are cleaned up at booth tear-down time. Failure to do so could result in the disqualification of the candidate.
- Candidates are reminded that the set-up and operation of campaign booths and related campaign activities prior to the announcement of candidates by the nominating committee is at the candidate's risk. Candidates may begin campaign activities and still fail to be slated by the nominating committee.

STEP 6: VOTING DELEGATE SESSION

No campaign materials will be allowed in any of the election sessions.

The state officers will be elected by a majority of all voting delegates. Voting will be done by secret ballot. A voting delegate will be allowed to cast an affirmative or an abstention vote, which is a vote neither for nor against the candidate. In the case of only one candidate running for office, the voting delegate will have the option of a negative vote. The "No" vote means that the delegate would rather have no representative than the one running.

- Voting delegates will be seated by regions and schools.
- Only candidates meeting all requirements for Tennessee FBLA office will be announced.
- Campaign materials cannot be handed out to attendees during any voting delegate session.
- Tennessee FBLA elects six (6) officers. These positions include a president, vice president, secretary, treasurer, reporter, and webmaster.
- The newly elected Tennessee FBLA officers will be announced at the end of the awards session.

CONGRATULATIONS, YOU WON! NOW WHAT?

New State Officer Orientation Meeting | April 6 | 11:00 a.m.-12:00 p.m.

Newly elected Tennessee FBLA state officers are required to attend this state officer orientation session. Departures from Chattanooga must be scheduled after 2:00 p.m. It is the responsibility of the new elected state officers and local chapters to make arrangements for the return home. All expenses are the local chapter/new elected state officer's responsibility. Please be sure to know your blazer size and all other clothing sizes for this meeting.

New State Officer Training | April 15-17 | Nashville area

Tennessee FBLA state officers will be required to purchase their uniforms during this Tennessee FBLA New State Officer Training meeting. Above is a list of uniform pieces that will be purchased. State officers should be financially prepared to spend \$350.00 on their uniform pieces during this state officer training. Every effort will be made to keep this cost as low as possible for the state officers. Measurements will be taken at SLC to ensure ordering is correct.