

RESPONSIBILITIES OF ADVISERS TO FBLA STATE OFFICERS

The adviser to an FBLA State Officer is an important member of the State Executive Council. The Adviser will assume responsibilities along with the officer. The following are some responsibilities that an adviser to a state officer must be prepared to carry out.

1. Obtain the cooperation of the member's parents before election to office. Be sure that they are aware of the responsibilities, travel, expense, etc., involved and that they give their permission and approval.
2. Before running for an office, obtain the cooperation of the local school administration regarding student and teacher absences and travel to conferences.
3. Be willing to sacrifice personal time, effort, and occasionally, money.
4. An adviser must provide transportation and accompany the state officer to all state meetings.
5. Attend the State Executive Council meeting preceding the Pre-NLC, the first session of Leadership Development Camp, and all State Executive Council meetings while in attendance at camp.
6. Attend and participate in all other State Executive Council meetings – at least one in the fall, one in the winter, and one at the State Leadership Conference.
7. Be actively involved in carrying out the responsibilities at conferences and meetings.
8. Coordinate state officer responsibilities and follow up to see that they are carried out.
9. If a student is elected as a state officer, submit a revised travel budget to your local school district for in-state travel to meetings. Some expenses, such as National Fall Leadership Conference and out-of-state travel, may have to be assumed personally or by the local chapter; however, attendance is not required.
10. Understand that only one adviser per chapter may serve as a voting member of the State Executive Council, although several may be actively involved.

11. Proofread **all** outgoing state officer correspondence and be aware of incoming correspondence.
12. Critique oral delivery and content of all speeches or greetings before they are to be delivered by the state officer.
13. Establish an FBLA area where all mail and material will be kept and distributed, where FBLA materials may be filed, and where the officer may work.
14. Do **not** open mail that is addressed to the state officer.
15. Work as an active member of the State Executive Council in planning and implementing the State Program of Activities.

CAMPAIGN GUIDELINES FOR STATE OFFICER CANDIDATES

1. No letters or campaign materials may be distributed in advance of the State Leadership Conference and no campaigning may be done until screening of all candidates is completed.
2. Candidates will be pre-assigned their campaign booth areas.
3. The State Parliamentarian will conduct the screening of campaign materials.
4. The candidate's campaign manager(s) will take the campaign materials to be screened. Campaign materials will be screened on a first-come basis.
5. Candidates and/or their chapter members may store their materials in their campaign area but can only **begin decorating and/or setting up** their booths **after campaign materials have been approved**. Candidates **may be disqualified** if they begin setting up their booths early.
6. Each campaign area will consist of one 8' x 24" table. The space on and behind the table may be used for campaign signs, decorations, handouts, etc. No campaign booths may extend more than six feet from the back curtain. **No campaign props or other decorations may be outside the booth area.**
7. Campaign booths may open following the General Session at which the nominating speeches are given and may be open until 8:30 p.m. Campaign booths may be open from 8:00 a.m. to 3:00 p.m. on the second day.
8. Campaign booths will **not** be open during any of the General Sessions.
9. Campaign materials **will not be** placed on the chairs in the ballroom preceding the General Assemblies, Awards Program, or the Voting Delegate Assembly.
10. Campaign materials may be **posted only within the candidate's campaign area**. Examples of prohibited activities are: hanging posters or flyers on hotel walls, attaching flyers or other campaign materials to doors, posting flyers in elevators, etc.
11. Campaign materials may not be distributed under the doors of hotel rooms or attached to the doors or walls in any manner.
12. Campaign materials should be handed out at the booths or be personally distributed.
13. **The following cannot be used as campaign materials:**
 - a. Chewing or bubble gum
 - b. Matches
 - c. Balloons (except as booth decorations)
 - d. Rubber bands
 - e. Noisemakers

KENTUCKY FBLA NOMINATION PROCEDURES FOR STATE OFFICER CANDIDATES

1. The Vice President will serve as moderator with the assistance of another state officer as timekeeper.
2. In the event that the Vice President is an underclassman and will be seeking re-election or another office at the State Leadership Conference, the State President will server as moderator.
3. The nominations of officer candidates will be made in the following order: President, Vice President, Secretary, Treasurer, Reporter, Historian. If there is more than one candidate seeking a particular office, the process of alphabetical order will determine the order in which nominations will be made.
4. The total time allotted for each candidate's nomination and acceptance will be five minutes. This may include a nominating speech, a skit, and an acceptance speech by the candidate. Skits are *optional* and **must be** within the five minute limit.
5. When four minutes of the allotted time have elapsed, the timekeeper will stand to signal that there is one minute remaining. At the end of five minutes, the timekeeper will stand again; the moderator will then ask the candidate and/or the campaign manager to stop and be seated.
6. After all nominations have been made, the moderator will then ask each candidate to stand as all are again introduced. The candidates will be recognized in the same order in which they were nominated.
7. Review the times scheduled for the voting delegates session and the election session, the importance of being on time, and the need to bring a No. 2 pencil to the election session.
8. Decorations which are on the stage must be removed immediately following the candidates nominating speech.