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# 2011-2012 State FFA Officer Candidates

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## *Election Procedures and Campaign Guidelines*

1. State officer candidate required forms will be available on the Web at [www.okffa.org](http://www.okffa.org) beginning December 1, 2011.
2. All candidates for State FFA Office must file the following information with the State FFA Executive Secretary **on or before February 1, 2012**. A February 1 postmark is not sufficient. Once again, the following materials must be in hand at the State FFA Office on or before February 1:
  - A. A maximum two-page resumé of the candidate prepared on the electronic template file provided on the Web site. Sample files are in jpeg format. The following guidelines will ensure the proper construction of your resumé:
    - a. **Fonts** — Limit font usage to Arial, Arial Black, or New Times Roman. The font attributes can be used (italics, bold, and bold italics). Do not go below a size of 10 point for body copy and above 36 point for headlines.
    - b. **Margins** — Margins have been set up in the electronic template file provided. Do not exceed the 3/4" margins.
    - c. **Photos** — A photograph of the candidate in official FFA dress is included as a part of the electronic file resumé. Do not move the picture box from the location provided on the template. There are three ways to incorporate a photograph into the resumé:
      - Hardcopy: Send the original photograph along with the electronic files so that it can be scanned and placed into your resumé at the state office.
      - Digital Camera: Save the photograph as a tif file at 150 dpi in gray scale (if you have this option) and place it into the area provided for your photograph on the electronic template file.
      - Scanner: Scan an original photograph in gray scale at 150 dpi and save it as a tif file. Place the file into the area provided for your photograph on the electronic template file.
    - d. **Signature** — If you desire to sign your resumé but are unable to scan your signature into the electronic file, include a sample signature on a white sheet of paper using black ink. The state office will then scan your signature onto the resumé.
    - e. **Other** — Do not use artwork or clip art of any kind, such as emblems, gavels, sun rays, symbols, etc. Please do grammar and spell checks as the resumé will be reproduced exactly as it is received on the electronic template.
  - B. A wallet size photograph of the candidate in official FFA dress that will be used by the state office when sending out a press release to your local newspaper.
  - C. A copy of the candidate's State FFA Degree application **is no longer required** as a part of the candidate application process. A candidate's record books and scrapbook/portfolio are also not submitted. However, it is a constitutional requirement that all State FFA Officers must have received the State FFA Degree. If a candidate does not meet minimum qualifications set forth for the State FFA Degree, and their degree application is not approved by the state staff, the applicant will immediately cease as a candidate for state office.
  - D. A completed nomination form, which is available on the Web site, with the required signatures. A candidate must have the approval of a majority of local chapter members and their local chapter advisor(s).
  - E. A signed State FFA Officer Commitment Form, which is available on the Web site.
  - F. A filing fee of \$100. The local chapter of the candidate is encouraged to pay the filing fee. An invoice is available on the Web site.

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## *Election Procedures and Campaign Guidelines (continued)*

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3. No official campaigning can take place by any candidate or any person associated with a candidate at any time until after the Nominating Committee has convened in February and narrowed the field of candidates to three for each office. This includes campaign speeches, literature, mailings, phone calls, chapter visits, news articles, Web sites, etc. Violations will be brought before the State FFA Executive Committee and those found in violation will be disqualified.
4. A Nominating Committee of 10 individuals will convene February 11 and 12, 2012, at the Renaissance Hotel in downtown Oklahoma City with the task of interviewing all state officer candidates (except those seeking the office of president) and narrowing the field of candidates to three for each office. All candidates must appear before the Nominating Committee regardless of the number of candidates in each race. The Nominating Committee's decision will be final. The 10 Nominating Committee members will consist of:
  - A. Five Oklahoma FFA members, one from each FFA district, who are current seniors in high school, are to receive the State FFA Degree, and are not running for state FFA office themselves. Also, they cannot be from a school that will have a state FFA officer candidate. These five members will be selected by the State FFA Executive Committee.
  - B. Two alumni and/or business and industry representatives.
  - C. Two former state FFA officers who have been out of office between 5 and 15 years. They must reside in Oklahoma and cannot be a current Ag-Ed instructor.
  - D. One State FFA Executive Secretary who will chair the procedure and serve as an Ex-Officio (non-voting) member of the committee.
5. The schedule for the Nominating Committee process will be:
  - A. Candidates for the offices of **State Secretary** and **State Reporter** will report for the interview process at **8 a.m., Saturday, February 11**. It is anticipated these candidates will be released by 12:30 p.m. that day.
  - B. Candidates for the offices of **Northeast District Vice President** and **Central District Vice President** will report for the interview process at **1:00 p.m., Saturday, February 11**. It is anticipated these candidates will be released by 4 p.m. that day.
  - C. Candidates for the offices of **Southwest District Vice President** and **Southeast District Vice President** will report for the interview process at **8:30 a.m., Sunday, February 12**. A voluntary Sunday morning devotional service will be held on the site at 8:00 a.m. It is anticipated these candidates will be released by 12:30 p.m. that day.
  - D. Candidates for the office of **Northwest District Vice President** will report for the interview process at **1:00 p.m., Sunday, February 12**. It is anticipated these candidates will be released by 3:30 p.m. that day.
6. The Nominating Committee interview process will consist of the following:
  - A. Each candidate will take a 100-point written test. All questions will come from the current *Official FFA Manual*.
  - B. Each candidate will be given specific information and then asked to write a letter in response to that information. All materials will be provided.
  - C. Each candidate will have a one-on-one, five-minute personal interview with each Committee member. A wide range of questions about the candidate's knowledge and experiences in Agricultural Education and the FFA will be considered.

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## *Election Procedures and Campaign Guidelines (continued)*

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- D. Each candidate will have a five-minute interview with the entire Committee. The first two minutes will be devoted to a prepared statement by the candidate of “Why I desire to serve as a state FFA officer.” The remaining three minutes will be used to respond to specific questions asked by the Committee. The same questions will be asked to each candidate for that particular office.
7. All candidates are excused from the Nominating Committee process following their final interview. No information will be released to the candidates, advisor, or the general public until Monday, February 13.
8. The results of the Nominating Committee will be posted on the Oklahoma FFA Association Web Page ([www.okffa.org](http://www.okffa.org)) on Monday morning. The three candidates selected by the Nominating Committee for each office will be listed in alphabetical order by last names. The individual rankings and scores of all candidates will be kept confidential by the Nominating Committee.
9. The State Officer Candidate Resumé Book will be posted on the State Convention site at [www.okffa.org](http://www.okffa.org) by March 1. The book will contain the resumé of the state president candidates and the three finalist candidates for each of the other seven offices. Candidates for each office will be listed in alphabetical order by last names.
10. The state president candidates and the three finalist candidates for each of the other seven offices will advance to the state FFA convention. During the time immediately following the Nominating Committee process and until the state FFA convention is complete, the following campaign rules are in effect:
  - A. No campaign material of any kind can be used by the candidate or any person associated with the candidate at any time. E-mails, personal Web sites, Facebook, Myspace, or any social networking sites may not be used for campaign purposes. No materials can be mailed.
  - B. Candidates are not allowed to make campaign visits to other schools during school hours.
  - C. Candidates for the offices of state secretary and state reporter are not permitted to attend any chapter leadership activity or PI leadership activity outside the home FFA district of the candidate. Attendance at any district or statewide leadership activity and interscholastic event is acceptable.
  - D. Candidates must represent themselves when addressing an assembly of FFA contestants, advisors, and/or guests. Representatives of the candidates are not permitted to address an assembly on a candidate’s behalf. **The following standard introduction is recommended to be used by every candidate at any FFA activity where state officer candidates are given the opportunity to introduce themselves: “Hello, my name is \_\_\_\_\_ . I proudly represent the \_\_\_\_\_ FFA chapter as a candidate for the office of \_\_\_\_\_.”**
  - E. Campaign rules for the office of state president vary slightly from the rules listed here. State president candidates are bound by rules in the State FFA Officer Commitment Form.
  - F. Violations of these rules will be brought before the State FFA Executive Committee and those found in violation will be disqualified. If you have additional questions, please call the state FFA office at (405) 743-5498.
11. Each candidate must be on the approved list of State FFA Degree recipients.
12. Each candidate will receive a maximum of three minutes for their campaign speech at the state FFA convention. A run-off speech is limited to one minute. Props are not allowed in campaign speeches.
13. All other specific requirements and details concerning the candidate’s role at the state FFA convention will be mailed to each candidate and the candidate’s advisor in March.

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## *Election Procedures and Campaign Guidelines (continued)*

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14. Without exception, all state officer candidates must be committed to the following 2012 summer dates if elected. If you cannot commit to these dates, do not run for office.

- May 23- 24-25-26           – Blast-Off State Officer Training
- May 30-31 - June 1       – CareerTech University Training
- June 4-5                   – Alumni Camp Planning
- June 29 - July 14       – Alumni Camp
- July 20-21               – COLT Conference Planning and Official Photographs