

NORTH DAKOTA FBLA STATE OFFICER CANDIDATE GUIDE

Dear Prospective High School State Officer Candidate:

Congratulations! You have taken the first step toward running for a state office.

This guide provides you with essential information and steps that you need to know to become a state officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other state officer candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference (SLC) that you are the one for the job!

Preparing, campaigning, and speaking come together to form a learning experience you will use for the rest of your life. The experience itself is invaluable, even if you are not elected. Every candidate is a winner!

You cannot become a state officer candidate alone. You need the support and encouragement of many people.

- Your parents and school administrator need to be informed and support your effort. They also need to approve and sign your application form.
- Your local adviser will need to approve and sign your application for state office and serve as your coach and guide through the entire process. Your adviser is also the link to the FBLA state director.
- Your chapter officers and members need to support your candidacy and rally behind your campaign.

Please read this guide carefully to make sure you meet the qualifications and adhere to the deadlines.

By the way . . . it is fun! Good luck!

Jessica DeVaal
North Dakota FBLA State Chair

QUOTES FROM FORMER STATE OFFICERS

"We are just ordinary members who have the determination and desire to strive for the best we can be. You should never feel that you have to be extra-special to fill the shoes of a state officer; you just must be willing to put much effort and enthusiasm into the job."

"I never really thought becoming a state officer could be a reality for me. It was hard for me to put myself in that role because I would go to our State Leadership Conference and see people standing on the stage, and I was in awe! I didn't think it could happen! But I asked them what was involved, and that's what really got me going. I thought, 'Yes, I think I can do that!'"

"Initially, the idea of being a state officer intimidated me, and I didn't always see myself as a leader. But once I was in the role, the experience of being a state officer provided me the opportunity to develop and better understand my leadership abilities, to collaborate with a driven team of other students, and to help grow ND FBLA for the next group of members. It's an opportunity I'll always be thankful for!"

"We have the determination and drive to reach out and really try for what we think is the highest point. I think that's also what makes a chapter successful—those who are willing to go out and work for it and make it a success. We're not that much different from other members."

"Becoming a state officer was a way of developing professionalism in myself and incorporating all that I had learned, both in the classroom and in membership in FBLA."

"Without FBLA I would not have been able to experience so many wonderful and unforgettable events. I know that as I become a leader in society, I'll always remember what FBLA has done to prepare me. I just wish that every high school student could experience all the great things that I have."

"Though I didn't up in a business career, I owe a deal of my organizational capacity and social dexterity to my time in FBLA. The ideas you explore (professional interactions, time management, financial finesse, and ethics, among other skills) will give you a winning hand in modern life. All you need to bring is an entrepreneurial spirit, and the social circle that fosters that spirit is what you will find in FBLA. It is my hope that you will find the things that I did in FBLA: the responsibilities of a true leader, and the friends to help you navigate them."

THE DECISION TO RUN FOR STATE OFFICE

FBLA chapters are urged to recruit applicants for state office. Applicants should be selected from among the leaders in the local FBLA High School chapter. Chapters may have two candidates for state office, and they may have one or more applicants for state parliamentarian.

Service as an FBLA High School state officer is one of the ultimate achievements a member can attain. The planning, organization, and execution of a state officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously.

This guide provides information about state officer candidate eligibility, campaign procedures and rules, and an overview of the expectations, responsibilities, and activities of state officers. Carefully review this **entire** document before finalizing your decision to run for office to ensure that all eligibility requirements have been met and that the commitments required of state officers can be met.

Before the campaign begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether have the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a state officer.

Before you begin to fill out the state officer application, the following should be carefully reviewed and considered:

- Review the entire guide to become thoroughly familiar with state officer responsibilities and election requirements.
- FBLA High School members elected to state office for one Career and Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) may not serve in the capacity of a state officer for North Dakota FBLA. In other words, if you are elected to state office in FBLA, you may not hold state office in another Career and Technical Student Organization during the same year.
- Meet with your local adviser, parents, school administrators, employers, and other significant parties to discuss running for state office and to gain their support.
- Obtain the support of your local chapter adviser as this is of the utmost importance. You and your adviser are a team as you carry out your state officer duties and responsibilities.
- Study FBLA's mission, history, bylaws, publications, programs, and activities. Local advisers should have copies of these materials.

After careful review and consideration of these points, the applicant should begin to complete the officer application and plan the campaign.

QUALIFICATIONS AND PROCEDURES FOR HIGH SCHOOL STATE OFFICE

1. All candidates must:
 - ❑ Have an adviser at their school who will support the member's candidacy.
 - ❑ Be a paid member in good standing in an FBLA High School chapter at the school in which are enrolled.
 - ❑ Have taken or be currently enrolled in a business or business-related class.
 - ❑ Have held or now hold a local leadership position in FBLA or another organization.
 - ❑ Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) while serving as an FBLA High School state officer.
 - ❑ Possess keyboarding skills.
 - ❑ Have at least one year remaining in high school.
 - ❑ Be present at the Fall Leadership Conference and the State Leadership Conference during their term.
 - ❑ Agree to attend all meetings and conferences as outlined on the "Suggested Timeline," which is contained in this guide.
 - ❑ Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
 - ❑ Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
2. Each of the four regional vice presidents shall be from the same region they are to represent.
3. Candidates for president, regional vice president, secretary, treasurer, social media coordinator, historian, and parliamentarian shall submit the following items to the state director by February 1, 2026.
 - ❑ An application for state office.
 - ❑ A resume not to exceed two pages.
 - ❑ A website/social media permission form.
 - ❑ A **digital** head and shoulders photo in FBLA Dress Code for publicity.
 - ❑ A brief biographical article (250 words or less) for the North Dakota FBLA website which outlines your qualifications for office.
 - ❑ A statement of priorities and objectives to be accomplished during the term of office.
 - ❑ A letter of recommendation from the school superintendent, principal, CTE director or head of the business department.
 - ❑ Social Media Coordinator applicants: submit 5 examples of original content
4. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.
5. All candidates except parliamentarian shall be elected by a majority vote of the voting delegates of each chapter using a ranked ballot at the State Leadership Conference. The parliamentarian must take the Introduction to Parliamentary Procedure test, and the candidate with the highest score will be appointed state parliamentarian.
6. All candidates will be interviewed prior to the state conference. The interview screening committee will be composed of state advisers, ND CTE staff, and/or FBLA alumni. Candidates, except parliamentarian, must bring samples of their campaign materials. Interviews will take place over Zoom or Microsoft Teams.
7. Candidates, except parliamentarian, will bring a copy of their campaign financial disclosure statement to conference headquarters by 8:30 am on Monday of the State Leadership Conference.
8. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state office.

DUTIES AND RESPONSIBILITIES OF ALL STATE OFFICERS

1. As a state officer, you are a member of the team that plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but for North Dakota FBLA.
2. All state officers are **required** to attend all State Officer meetings (including monthly Zoom meetings and the FLC planning meeting), State Officer Training (for each team elected/appointed to), the Fall Leadership Conference, and the State Leadership Conference. State officers are encouraged to attend the National Fall Leadership Conference and the National Leadership Conference.
 - State officers may not drive themselves to conferences, meetings, etc. All transportation must be with an adult (adviser, parent/guardian, school official). If the event occurs in the home city of a state officer, they may drive to the venue but then turn their keys over to the state director for the duration of the event.
3. All officers shall:
 - Prepare and present workshops for the Fall Leadership Conference (FLC) and/or the State Leadership Conference (SLC).
 - Meet timelines for submitting FLC and/or SLC scripts, working closely with your adviser.
 - Understand that the workshop timelines must be met in order to present the workshop.
 - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
 - Portray the proper image when representing the organization by wearing your state officer uniform.
 - Use correct grammar, display proper manners and etiquette, maintain a positive attitude, and demonstrate effective public relations skills in working with individual members and chapters.
 - Be a good listener.
 - Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups.
 - Contribute ideas for the Program of Work at State Officer Training.
4. Officers must keep up to date on correspondence and send a copy of all official emails, memos, and letters to the state director and state president promptly. All correspondence and reports must be co-signed by the officer's local chapter adviser and e-mails must be copied to local advisers.
5. Each officer is responsible for a monthly officer report based on the Program of Work, which will be developed at State Officer Training.
6. All officers will be supplied with state officer FBLA binders during their term of office. The binders, which contain a calendar, FBLA bylaws, correspondence, reports, minutes, etc., will be kept up to date by the officers.
7. Support the FBLA Dress Code for professional dress and always dress in the proper FBLA "uniform" when applicable. (Refer to the ND FBLA Handbook for dress code.)
8. Each elected officer will fill out a blanket permission form, which will be in effect for the entire term of office and kept by the state director.
9. A candidate for any office must agree that in case they enroll later in a school in which there is not an active chapter, they will resign the office.
10. All officers shall install incoming officers at the State Leadership Conference.
11. Additional responsibilities:
 - Communicate with FBLA members through the North Dakota FBLA website and social networking sites by submitting articles and videos as assigned.

- Support your region and its activities.
- Support and promote the activities in the Program of Work.
- Have a good working knowledge of parliamentary procedure.
- Work closely with local adviser and state director. Keep them informed at all times.
- Communicate with other state officers. Give fellow officers full support. Remember, the officer team is only as strong as its weakest member.
- Work with the local chapter. Let the members benefit from having a state officer. Remember, all officers need the support of their chapters to be truly successful.
- Recognize the outstanding work of others.
- Recruit new members and chapters.
- Have a positive attitude as you are always in the public eye.
- Obtain corporate sponsorships, as assigned in Program of Work.
- Actively work toward and progress in achieving recognition in the Business Achievement Awards program.
- Assist in the promotion and development of FBLA.

DUTIES OF THE STATE PRESIDENT

In addition to the duties listed for all state officers, the state president shall:

1. Preside over and conduct all State Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the North Dakota FBLA bylaws. Preside over the Fall Leadership Conference and the State Leadership Conference.
2. After discussing agenda items with the state director, send the agenda and notice of all meetings to all state officers, their advisers, the state advisers, and the state director at least ten working days prior to each meeting.
3. Serve as a voting delegate at the National Leadership Conference.
4. Appoint committees and committee chairpersons and serve as an ex-officio member of all committees.
5. Lead the state officer team in planning the program of work and presenting at conferences.
6. Give the state report at the National Leadership Conference (if applicable).
7. Accept any state awards at the National Leadership Conference.
8. Serve as a model representative for FBLA public relations and assist in the promotion and development of FBLA. The president may be called upon to make presentations before adult and student organizations, which may on occasion, require an absence from school.
9. Work closely with the state director.

DUTIES OF THE REGIONAL VICE PRESIDENTS

In addition to the duties listed for all state officers, the regional vice presidents shall:

1. Assist the president as needed and be prepared to act in the president's place, if necessary.
2. Solicit news from the local chapters in their regions using the Chapter Check-In online form and submit for publication on the ND FBLA website.
3. Serve as a voting delegate, on a rotational basis, at the National Leadership Conference.
4. Work closely with the state director.

DUTIES OF THE STATE SECRETARY

In addition to the duties listed for all state officers, the state secretary shall:

1. Keep an accurate record of all state officer meetings.
2. Publish and email minutes of the state officer meetings within ten working days after the meeting to all state officers, their advisers, the state advisers, and the state director.
3. Work closely with the state director.

DUTIES OF THE STATE TREASURER

In addition to the duties listed for all state officers, the state treasurer shall:

1. Present the financial report at each State Officer meeting.
2. Lead the recruitment efforts for securing corporate sponsors and assist the state office in keeping accurate record of corporate sponsors.
3. Work closely with the state director.

DUTIES OF THE STATE HISTORIAN

In addition to the duties listed for all state officers, the state historian shall:

1. Prepare and present the conference flashback at the Fall Leadership Conference and FBLA Week.
2. Work with the social media coordinator in disseminating information on all ND FBLA social networking sites.
3. Work closely with the state director.

DUTIES OF THE STATE SOCIAL MEDIA COORDINATOR

In addition to the duties listed for all state officers, the state social media coordinator shall:

1. Maintain the ND FBLA social media accounts and develop content with assistance from the state officer team.
2. Submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters.
3. Work closely with the state director.

DUTIES OF THE STATE PARLIAMENTARIAN

In addition to the duties listed for all state officers, the state parliamentarian shall:

1. Advise the state president on parliamentary procedure during State Officer meetings and at conferences.
2. Act as a resource person on parliamentary procedure for all local chapter voting delegates at the State Leadership Conference.
3. Make sure the election of state officers at the State Leadership Conference follows correct parliamentary procedure and the bylaws.
4. Have a copy of the latest edition of *Robert's Rules of Order, Newly Revised*, the North Dakota bylaws, the national bylaws at every meeting.
5. Make sure the bylaws are kept up to date and are followed accurately at all times.
6. Work closely with the state director.

STATE OFFICER ADVISER RESPONSIBILITIES

1. Advisers are asked to attend state officer training and other state officer meetings with their officer. Advisers are also required to chaperone their officers at the National Leadership Conference.
2. The adviser shall oversee the duties of their state officer and shall keep in contact with the state director on matters concerning the state chapter.

GENERAL ADVISER OVERVIEW

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until their term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student on the campaign process and serves as tutor and coach during the officer's term of office.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows their support to the officer and organization.

The adviser and officer need to work together closely on the workshops for the Fall Leadership Conference and/or State Leadership Conference. Timelines will be set at State Officer Training and the adviser needs to guide the student through this assignment. The adviser should review workshop content and materials, and make sure that the officer practices the workshop prior to presenting the workshop. Any changes and/or suggestions made at rehearsals need to be followed up by the adviser.

The local adviser should work closely with the state director to keep him/her informed of the officer's progress with projects and any challenges that may arise.

The local adviser should proofread all correspondence before mailing as well as sign their name. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

STATE OFFICER TRAINING

The date and site for the 2026 State Officer Training is set for June 8-11, 2026, in Bismarck. While at training, all lodging and meal costs for the students will be covered by North Dakota FBLA.

Training will take place over four days between the end of the school year and the start of the National Leadership Conference. Among the many tasks and activities to be completed during officer training, the most important will be to develop a program of work to guide the team throughout the year. Time will also be spent on the development of the Fall and State Leadership Conferences.

FINANCIAL NOTES

Funds are available to cover lodging for each state officer to attend all trainings. Most food expenses will also be paid by ND FBLA, but there may be instances at conferences when the officer and adviser are expected to pay for food depending on time and situation. Travel to and from conferences is the chapter's responsibility unless they are required to arrive ahead of the chapter. Adviser expenses should be included in CTE travel reimbursement for CTE-approved Business Education programs.

Name badges will be provided for newly elected officers. Replacement badges will be at the expense of the state officer.

Hotel rooms will be provided at the Fall and State Leadership Conferences (officer team will room together).

Each officer will be provided with an officer uniform (business suit) that must be worn at all official FBLA functions.

Each officer will be provided with an FBLA polo shirt that must be worn when traveling for FBLA and at "casual" FBLA conference functions.

Officers and/or their chapters will need to pay for the following:

- Dress shoes to be worn with their officer uniform
- Khaki pants and appropriate shoes to be worn with their FBLA polo shirt
- National Fall Leadership Conference and/or National Leadership Conference expenses

***ELECTION PROCEDURES FOR
PRESIDENT, REGIONAL VICE PRESIDENT, SECRETARY, TREASURER,
HISTORIAN, AND SOCIAL MEDIA COORDINATOR***

1. All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director two weeks before the State Leadership Conference.
2. All candidates must attend a candidate interview prior to the State Leadership Conference.
3. Examples of all campaign materials must be approved at the above-mentioned interview. At that time candidates will be apprised of campaign rules and procedures and be allowed to ask appropriate questions.
4. There is a spending limit of \$300 per candidate. All candidates, except parliamentarian, will submit a copy of their financial disclosure statement at conference headquarters by 8:30 am on the Monday of the State Leadership Conference.
5. Candidates may use posters, brochures, candy, or other means to advertise their candidacy. Following the nomination of the candidates, the campaign materials may be posted only in designated areas. Any food must be commercially packaged and sample size. Due to venue guidelines, no beverages (including bottled water) may be distributed at the booth. Venue guidelines also state that gum and stickers may not be distributed. Campaign materials must meet the guidelines of the venue.
6. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.
7. Any giveaway must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle/drawing items or giveaways that would go to just one person are not allowed.
8. At the statewide candidates' nomination session, the candidate will give a speech of two minutes stating their platform and qualifications for office. There will be no speeches given by campaign managers. No skits, music, dances, props, etc. will be allowed as part of the two-minute speech.
9. At the end of the statewide candidates' nomination session, chapter advisers will pick up voting delegate ribbons and voting delegate cards. The voting delegates will be required to visit each candidates' booth and ask questions of the candidates. (Voting delegates only need to visit the booths of regional vice president candidates from their region.) After visiting the booth and asking questions, the candidates or their campaign manager will stamp the card. Voting delegates will have to turn in a completely stamped card in order to pick up online voting cards.
10. Each candidate will be provided a campaign booth (size 10' x 10' with an 8' x 30" table and 2 chairs). Candidates and only two helpers will be allowed to set up campaign booths ½ hour prior to the start of campaigning. Helpers must be chapter members, not advisers. Due to venue guidelines, signs can't be pinned to the curtains of your booth – if you plan to hang a sign, please have grommets or holes that can be used to hang the sign. Shower hooks work great to hang things from the pipes.
11. **Campaigning is restricted to the designated area and designated time. No campaigning on social media or in hotels where chapters may be staying.**

12. Candidates or the campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. **Voting delegates will not be allowed to vote if they have not had their card stamped by all candidates, so it is important that this task be completed.**
13. Business attire is required in campaign booths. No costumes or clothing items, such as t-shirts, with campaign slogans will be allowed.
14. No equipment requiring electricity may be used at a campaign booth or as part of the campaign since we cannot guarantee that each candidate will have access to an electrical outlet.
15. No campaign materials are to be in the halls, on doors, or other public areas of the conference facility. No handouts or favors at the general sessions. Materials can only be given out at campaign booths.
16. No campaigning may be done using the hotel's phone system or via social media.
17. If an office is not filled at the SLC, applications will be accepted from qualified applicants following the SLC and the vacancy will be filled by appointment.
18. The election of officers will be by electronic ranked ballot of voting delegates. Each chapter is entitled to send 2 to 4 voting delegates to the State Leadership Conference according to the number of active members (under 50 members—two voting delegates; 50-100 members—three voting delegates; over 100 members—four voting delegates). These delegates will vote on the candidates following instructions from the members of their chapter in attendance.
19. State officer candidates may run for a national FBLA office at the same time as running for a state office.

CAMPAIGN TIPS

One of the highlights of FBLA conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates. Campaigning is a series of organized, planned actions necessary for electing a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks that need to be done is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Some campaigning suggestions include:

1. Have a theme that will be easy to build different, attractive ideas upon and which will have a positive, memorable effect on the delegates.
2. Integrate the campaign theme throughout the campaign speech.
3. Be sure **not** to include equipment requiring electricity.
4. Develop some way to state the candidate's qualities, ideas, and goals, such as a fact sheet or brochure.
5. Have giveaways (candy, pens, etc.). **Any food items must be commercially prepared and wrapped. Due to venue guidelines, giveaways cannot be gum or stickers.** Any giveaway must be something that can be given to anyone who visits the campaign booth. Specific items may be given just to voting delegates, but it must be something that each voting delegate would receive. Raffle items or giveaways that would go to just one or two people are not allowed.
6. There is a spending limit of \$300 per candidate.
7. It is suggested that each candidate bring approximately 150 printed items to be given away at campaign booths. However, candidates may want to have a larger quantity of candy to be given away.
8. Make posters or other means of catching attention.
9. Have the candidate visible and prepared to talk to people and answer questions.
10. Develop a campaign budget and stick to it.
11. Practice your campaign speech in front of others and have them ask practice questions to help you prepare for the "real thing."

Candidates and/or their chapter are responsible for cleaning up campaign materials.
--

TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.

- ☐ Get approval of local chapter adviser
- ☐ Complete State Officer Candidate Application
- ☐ Prepare resume
- ☐ Complete website/social media permission form
- ☐ Have head and shoulders photo taken
- ☐ Write a brief biographical article outlining your qualifications for office
- ☐ Write a statement of priorities and objectives
- ☐ Secure a letter of recommendation from the school superintendent, principal, or CTE director or head of the business department
- ☐ Choose campaign manager(s)
- ☐ Establish platform

Feb 1

Due date for completed application to state office

Feb. – Mar.

Plan campaign

March 4

Candidate interviews and screening of campaign materials (over Zoom or Teams)

March 16

All candidates except parliamentarian will submit a draft of their campaign speech to the ND FBLA state director

March 29-31

State Leadership Conference

March 30

- ☐ Candidate financial disclosure statements submitted at conference headquarters by 8:30 am
- ☐ Parliamentarian Exam
- ☐ Candidate nomination session—give speeches
- ☐ Candidate campaign booths-- Candidates or campaign manager will be required to stamp the card of voting delegates after they have had the opportunity to ask questions of the candidates. Voting delegates will not be allowed to vote if they have not had their card stamped by all candidates, so it is important that his task be completed.
- ☐ Election for president, regional vice presidents, secretary, treasurer, historian, and social media coordinator

March 31

- ☐ Installation at Awards Session
- ☐ Meeting with outgoing officers and state chairperson

June 8 – 11

State Officer Training, Bismarck

June 29 – July 2

National Leadership Conference, San Antonio, TX

July – April

Monthly State Officer Meetings on Zoom

September

State Officer Meeting (in person)

October 4-5

Fall Leadership Conference, Bismarck

April 4-6, 2027

State Leadership Conference, Bismarck

NORTH DAKOTA FBLA STATE OFFICERS CODE OF CONDUCT

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by the code.

State officers who violate or ignore any of the following subject themselves to:

- A. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local adviser/state director.
- B. Have any honors or offices cancelled and withdrawn.

CODE OF CONDUCT

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc., for which they have responsibility.
3. State officers shall abide by the North Dakota FBLA Dress Code.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. State officers shall treat all members equally.
7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local adviser and the state director.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
10. State officers must adhere to set curfews at all meetings and conferences. Any curfew violation may result in removal from office.
11. State officers may not drive themselves to conferences, meetings, etc. All transportation must be with an adult (adviser, parent/guardian, school official). If the event occurs in the home city of a state officer, they may drive to the venue but then turn their keys over to the state director for the duration of the event.
12. Abide by all rules for state officers as outlined in the North Dakota FBLA Bylaws.

NATIONAL OFFICER CANDIDACY

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.

NORTH DAKOTA STATE OFFICER AND NATIONAL OFFICER CANDIDATE APPLICATION CERTIFICATION FOR STATE OFFICER APPLICANT

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director by the designated date.

The local chapter adviser and the applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP-sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are not allowed to transport themselves to any meetings/conferences.

CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: _____ Date: _____

As the parent/guardian to _____, I agree to support their candidacy and, if elected, their term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: _____ Date: _____

CERTIFICATION BY LOCAL CHAPTER ADVISER

The credentials for _____ are attached. The applicant meets the qualifications for the office indicated. If elected, they will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: _____ Date: _____

Adviser's Home Address: _____

Adviser's Cell Phone #: _____ Adviser's Email: _____

CERTIFICATION BY SCHOOL ADMINISTRATOR

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature _____

Title _____ Date _____



North Dakota FBLA High School State Officer Candidate & National Officer Candidate Website/Social Media Permission

The North Dakota FBLA website and social media accounts are two of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.

The North Dakota Future Business Leaders of America is authorized to publish the following on their website (check all to which you agree):

- ☐ Name
- ☐ Email Address
- ☐ Photo

The North Dakota Future Business Leaders of America is authorized to publish the following on their social media (check all to which you agree):

- ☐ Name
- ☐ Photo

Print Name: _____

Office Sought: _____

School: _____

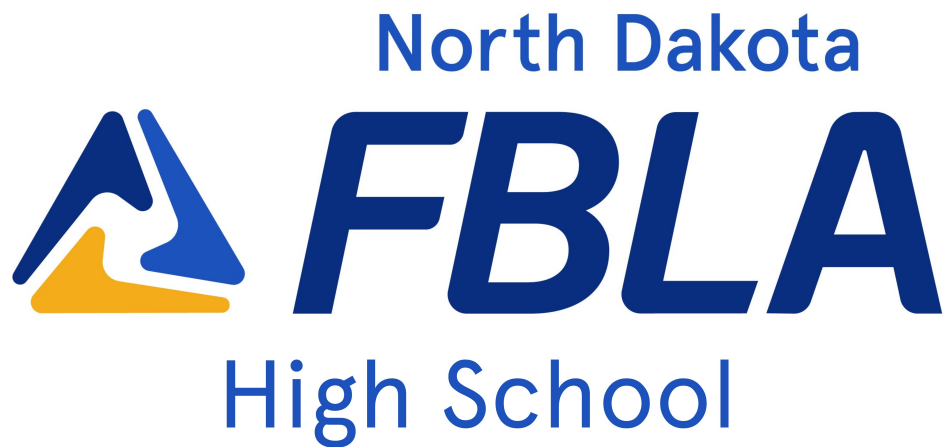
Signature: _____

Date: _____

Signature of Guardian: _____
(if the above individual is less than 18 years of age)

Date: _____

Include with FBLA High School State/National Officer Candidate Materials



**NATIONAL OFFICER
CANDIDATE
GUIDE**

NATIONAL OFFICER CANDIDACY

Only elected and/or appointed current or past state officers are eligible to run for national office from North Dakota FBLA. State officer candidates should check the appropriate box on the North Dakota FBLA High School State Officer application form to indicate their interest in running for a national office should they be elected to a state office.

The elected state president will receive first priority in running for a national office. Should the elected state president choose not to run for a national office, then the other elected and/or appointed current or past state officers who signified interest on their application will be interviewed by the ND FBLA Executive Board or the ND FBLA State Director to determine the national officer candidate from North Dakota.

QUALIFICATIONS AND PROCEDURES FOR NATIONAL OFFICE

1. All candidates must:
 - ☐ Have an adviser at their school who will support the member's candidacy.
 - ☐ Be a paid member in good standing in an FBLA High School chapter at the school in which they are enrolled.
 - ☐ Have taken or be currently enrolled in a business or business-related class.
 - ☐ Have held or now hold a state officer position in ND FBLA.
 - ☐ Not hold state office in another Career & Technical Student Organization (DECA, FFA, FCCLA, HOSA, SkillsUSA, or TSA) while serving as an FBLA national officer.
 - ☐ Possess keyboarding skills.
 - ☐ Have at least one year remaining in high school.
 - ☐ Be present at the Fall Leadership Conference and the State Leadership Conference during their term.
 - ☐ Agree to attend all meetings and conferences as outlined on the "Suggested Timeline," which is contained in this guide.
 - ☐ Maintain a "C" average. Any officer not maintaining this academic requirement in each grading period is permanently removed from office, and the office is declared vacant.
 - ☐ Be eligible at all times to participate in North Dakota High School Activities Association approved activities. Any officer suspended from participation from activities is permanently removed from office, and the office is declared vacant.
 - ☐ All requirements and regulations governing North Dakota FBLA state officers are also applicable to national officer candidates or members who have been elected or appointed to national office. (Please review those requirements and regulations in the State Officer Candidate Guide.)
2. The candidate must obtain a copy of the FBLA High School National Officer Candidate Guide.
3. Application: If the candidate is applying as a ND FBLA state officer candidate, answer the question regarding running for national office on the ND FBLA State Officer application and complete that application packet. If you are a previous state officer and not running again, file a North Dakota Application for National Officer Candidacy and a FBLA National Officer Application by their prescribed deadlines and fulfill both sets of qualifications. Candidates for national office shall submit the following items to the state director postmarked by February 1, 2026.
 - ☐ A ND application for national officer candidacy.
 - ☐ A resume not to exceed two pages.
 - ☐ A website/social media permission form.
 - ☐ A **digital** head and shoulders photo in FBLA Dress Code for publicity
 - ☐ A statement of priorities and objectives to be accomplished during the term of office.
 - ☐ A letter of recommendation from the local chapter adviser or an administrator at the school.

4. The candidate will be interviewed following the State Leadership Conference by the State Executive Board along with their adviser. The candidate will then be either approved or not approved as a North Dakota national officer candidate.
5. If approved, the candidate must declare which national office they will pursue and have this decision approved by their local chapter adviser and the state director.
6. If approved, the candidate can then submit the FBLA National Application. It is your responsibility to collect all of the necessary items and submit the application by the published deadline.
7. If the candidate is not on the state officer team and is elected to serve as a national officer, they will serve as ex-officio, non-voting member of the state officer team for the following school year.
8. If elected to serve as a national officer, they are required to attend National Officer Training usually in July.
9. Any candidates who fail to comply with the procedures outlined above will not be allowed to run for state or national office.

TENTATIVE MEETING/CONFERENCE DATES

Dec. – Jan.

- ☐ Get approval of local chapter adviser
- ☐ Complete ND FBLA High School State Officer Application or ND Application for National Officer Candidacy
- ☐ Prepare resume
- ☐ Complete website/social media permission form
- ☐ Have head and shoulders photo taken
- ☐ Write a statement of priorities and objectives
- ☐ Secure a letter of recommendation from the school superintendent, principal, or CTE director or head of the business department

Feb 1 **Due date** for completed application packet to state director

March 29-31 State Leadership Conference – State Officer elections

April Candidate interview (including your adviser) with the State Executive Board or State Director

If approved as a candidate:

April-May Submit FBLA National Officer Application (online)

May-June Plan campaign

June 29 – July 2, 2026 National Leadership Conference, San Antonio, TX

If elected:

July National Officer Training

July – March Monthly State Officer Meetings (Zoom)

September State Officer Meeting (in person)

October 4-5 Fall Leadership Conference, Bismarck

November National Fall Leadership Conference

April 4-6, 2027 State Leadership Conference, Bismarck

June 23 – 26, 2027 National Leadership Conference, Columbus, OH

NORTH DAKOTA STATE OFFICER AND NATIONAL OFFICER CANDIDATE APPLICATION CERTIFICATION FOR STATE OFFICER APPLICANT

The responsibility for sponsoring a North Dakota state officer applicant rests with the local chapter. Only local chapters that meet the criteria stated in the national and state bylaws are eligible to nominate candidates for state office. Materials must then be submitted to the state director by the designated date.

The local chapter adviser and the applicant must be familiar with the general regulations that govern the nomination and election of state officers as presented in the bylaws and the State Officer Candidate Guidelines. FBLA advisers are reminded that the National Association of Secondary School Principals requires adult chaperones for student members attending NASSP-sponsored conferences. North Dakota FBLA requires compliance with this policy. In addition, FBLA state officers are not allowed to transport themselves to any meetings/conferences.

CERTIFICATION BY APPLICANT AND APPLICANT'S PARENT/GUARDIAN.

I AGREE TO ADHERE TO THE North Dakota FBLA Officer Candidate rules and regulations in running for the office indicated. To the best of my knowledge, the information presented in this application and its attachments is true. I also certify that I have read and agree to abide by the North Dakota Officer Code of Conduct, FBLA Dress Code, and the North Dakota FBLA Officer Candidate Guidelines.

Candidate's Signature: _____ Date: _____

As the parent/guardian to _____, I agree to support their candidacy and, if elected, their term as a North Dakota FBLA state officer.

Parent's/Guardian's Signature: _____ Date: _____

CERTIFICATION BY LOCAL CHAPTER ADVISER

The credentials for _____ are attached. The applicant meets the qualifications for the office indicated. If elected, they will receive the support of the school, chapter, and adviser in the execution of the duties for this office.

Adviser's Signature: _____ Date: _____

Adviser's Home Address: _____

Adviser's Cell Phone #: _____ Adviser's Email: _____

CERTIFICATION BY SCHOOL ADMINISTRATOR

The school supports this candidacy and will ensure the candidate's attendance at all North Dakota chapter activities.

School Administrator's Signature _____

Title _____ Date _____



**North Dakota FBLA High School State Officer Candidate & National Officer
Candidate Website/Social Media Permission**

The North Dakota FBLA website and social media accounts are two of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. At no time will personal addresses or phone numbers be posted on the site or distributed in any other manner. If said person is a minor, a guardian signature is also required.

The North Dakota Future Business Leaders of America is authorized to publish the following on their website (check all to which you agree):

- ☐ Name
- ☐ Email Address
- ☐ Photo

The North Dakota Future Business Leaders of America is authorized to publish the following on their social media (check all to which you agree):

- ☐ Name
- ☐ Photo

Print Name: _____

Office Sought: _____

School: _____

Signature: _____

Date: _____

Signature of Guardian: _____
(if the above individual is less than 18 years of age)

Date: _____

Include with FBLA High School State/National Officer Candidate Materials