



Dear Tennessee DECA State Officer Candidate:

You are about to begin a once-in-a-lifetime experience by running for a Tennessee DECA 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 advisor to submit the [Intent to Run](#) form and submit it [online no later than December 14, 2018 at 5 p.m. CT](#). This form notifies Tennessee DECA that you intend to run for a state office and that your application will be submitted [online no later than January 11, 2019 at 5 p.m. CT](#). Next, make sure your chapter advisor has you registered for your district career development conference, whether you are competing or not, because you will be expected to take your state officer candidate exam onsite. (If your district conference is cancelled due to inclement weather, you will be expected to take the exam upon your arrival at the Tennessee DECA State Career Development Conference in Chattanooga in March.)

All state officer candidates must have completed a minimum of one year of DECA 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 DECA advisor 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 DECA State Career Development Conference. Please do not hesitate to contact me at (615) 532-2829 or [Steven.Mitchell@tn.gov](mailto:Steven.Mitchell@tn.gov) if you need assistance.

Good luck!

A handwritten signature in black ink, appearing to read "Steven J. Mitchell".

**Steven J. Mitchell**, MS, MAEd  
Tennessee DECA State Advisor

## STEPS TO RUNNING FOR TENNESSEE DECA OFFICE

- A chapter may run up to two students for state office positions. If a chapter runs two students, the candidates cannot seek the same office.
- The Tennessee DECA state officer candidate process is:
  - **Step 1:** Submit [Intent to Run form](#) by December 14, 2018 at 5 p.m. CT.
  - **Step 2:** Submit a complete state officer application [online](#) by January 11, 2019 at 5 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 DECA state advisor.
      - 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, there is absolutely no obligation for the candidate to change positions. Doing so would have to be a decision that the candidate and chapter advisor feel comfortable accepting.

### **At Your District Career Development Conference**

- **Step 3:** Complete Tennessee DECA state officer candidate exam

### **At the Tennessee DECA State Career Development Conference**

- **Step 4:** Complete [Nominating Committee Interview](#)
- **Step 5:** [Campaign](#) at the Tennessee DECA State Career Development Conference.
- **Step 6:** Participate in the [Voting Delegate Sessions](#) at the Tennessee DECA State Career Development Conference.
  - Those candidates who are eligible to run for office must attend both voting sessions.

## TENNESSEE DECA STATE OFFICER OBLIGATIONS

### I. Uniform

Tennessee DECA state officers will be required to purchase their uniform during the Tennessee DECA new state officer training in March. 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 March. 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 March.
  - Properly fitted DECA blazer
  - Khaki color pants (chino style; no jeans)
- Uniform items to be purchased during the state officer training in March.
  - Two (2) official DECA 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 DECA begins at the conclusion of the 2019 Tennessee DECA State Career Development Conference and concludes at the closing of the 2020 Tennessee DECA State Career Development Conference. ***Tennessee DECA state officers are required to attend the meetings below during their year of service.***

#### *Spring 2019*

- ✓ March 9, 12:00 p.m.–2:00 p.m. | New State Officer Orientation | Chattanooga
- ✓ March 29–31 | New State Officer Training | Nashville area
- ✓ April 26–May 1 | International Career Development Conference (ICDC) | Orlando

#### *Summer 2019*

- ✓ July | Emerging Leader Summit (ELS) | TBD
- ✓ August 2–4 | Tennessee CTSO State Officer Leadership Training (SOLT) | Middle TN area

#### *Fall 2019*

- ✓ September/October | Tennessee CTSO Regional Fall Leadership Conference
- ✓ September 5–8 | DECA/FBLA Fall Leadership Camp | Camp Widjiwagan
- ✓ November 14–17 | The Ultimate DECA Power Trip | Washington, D.C.
- ✓ December 13–15 | State Conference Planning Meeting | Chattanooga

#### *Spring 2020*

- ✓ January–February | District Career Development Conferences | Various assigned locations
- ✓ March 4–7 | Tennessee DECA State Career Development Conference | Chattanooga

*\*the above dates are subject to change\**

The experiences that the Tennessee DECA state officer team has during their term are unsurpassed resume and skill builders. To take full advantage of these opportunities, it is recommended that the Tennessee DECA state officers who are enrolled in college courses during their year of service should enroll in no more than 12 hours of college and not be obligated with a full-time job. Additionally, state officers are expected to discuss their travel commitments with all teachers, administrators, and professors before the term gets started. Upon request, a letter will be provided by the Tennessee DECA state advisor that details the obligations of the office. Most travel expenses are reimbursable or paid for by Tennessee DECA. This includes, but is not limited to, registration fees, transportation, meals, etc. **If a regional vice president attends a college outside of the district s/he was elected to represent, the state officer will be reimbursed for their travel from their 'home' chapter to the destination.**

## **THE ROLE OF THE LOCAL CHAPTER ADVISOR**

### *During State Officer Candidacy*

- The chapter advisor must submit the [Intent to Run](#) form by **December 14, 2018 at 5 p.m. CT**.
- For the actual application, the candidate must submit his or her [completed application](#) to the local DECA chapter advisor with all information required in this packet, along with the signed application forms.
- The local DECA chapter advisor is the only person authorized to initiate Tennessee DECA state officer candidates.
  - Each local chapter will be allowed to submit a maximum of one (1) candidate for president and one (1) candidate for secretary or regional vice president from the region of which the local chapter is a member. Each office requires a strong commitment to ensure success.
  - The local DECA advisor may use any procedure s/he wishes to determine which candidate(s) is (are) eligible to run for a Tennessee DECA state office from the local chapter.
- It is the local DECA advisor's responsibility to verify all forms and documents and sign the code of conduct and other application forms.
- It is the responsibility of the chapter advisor to inform state officer candidates of the rule that prohibits Tennessee DECA state officers from serving as local chapter officers during their terms as Tennessee DECA state officers.

### *During the State Officer's Year of Service*

- Attend the state officer trainings/meetings if requested.
- Support your state officer through encouraging your local chapter to attend various Tennessee DECA meetings and conferences where your state 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 advisor to submit to Tennessee DECA: **Dec. 14, 2018 at 5 p.m. CT**

This form is intended to capture a picture of likely candidates for the Tennessee DECA state officer team. This information will assist in fostering an even distribution of candidates and allows the Tennessee DECA state advisor 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.**

Name		State Officer Position Sought	
High School/Chapter		Tennessee DECA District	
School Street Address			
City	State/Province	Zip Code	
School Telephone No.		Fax	
Home Street Address			
City	State/Province	Zip Code	
Home Telephone No.	Date of Birth	Present Grade	
Candidate Cell Phone No.		Candidate E-mail Address	

Chapter Advisor'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 Advisor Signature: \_\_\_\_\_

**Chapter Advisor:** Please submit this form [online](#) and retain a copy for your records.

## STEP 2: STATE 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 DECA state officer candidate.

- **Completed** [Tennessee DECA State Officer Candidate Application](#)
- **Completed** [Statements and Schedule Agreement Form](#)
- **Completed** [Chapter Advisor Certification for Nomination Form](#)
- **Completed** [State Officer Code of Professional Conduct Form](#)
- **Resume** – This professional resume should focus on your qualifications for Tennessee DECA state office and be a maximum of two (2) pages in length.
- **Personal Letter of Involvement & Intent** – This letter should be addressed to the Tennessee DECA state advisor, Steven J. Mitchell, and should provide a description of your involvement in business, school, and other civic groups, as they relate to DECA. This letter should also include your goals and objectives for wanting to serve as a Tennessee DECA state officer. It should include your plans for the 2019-20 term and should encourage the nominating committee to nominate you to run for Tennessee DECA 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 advisor. 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 DECA understands the budget may change prior to the Tennessee DECA State Career Development Conference, which is why you must bring an updated budget to the interview session.

## Sample Planned Campaign Budget

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

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



Statements and Schedule Agreement Form

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

- I am a DECA member.
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 DECA travel regulations.
I agree to uphold the Tennessee DECA 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:

2019-20 State Officer REQUIRED meetings:

Spring 2019

- March 9, 12:00 p.m.-2:00 p.m. | New State Officer Orientation | Chattanooga
March 29-31 | New State Officer Training | Nashville area
April 26-May 1 | International Career Development Conference (ICDC) | Orlando

Summer 2019

- July | Emerging Leader Summit (ELS) | TBD
August 2-4 | Tennessee CTSO State Officer Leadership Training (SOLT) | Middle TN area

Fall 2019

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Spring 2020

- January-February | District Career Development Conferences | Various assigned locations
March 4-7 | Tennessee DECA State Career Development Conference | Chattanooga

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

Signature lines for State Officer Candidate, Chapter Advisor, School Administrator, and Parent/Guardian.





**CHAPTER ADVISOR 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.

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Parent/Guardian's Signature

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School Administrator's Signature

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School/Chapter Name

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City

State

Tennessee DECA District

*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.)*

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Tennessee DECA State Officer Candidate's Signature

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Chapter Advisor's Signature



## STATE OFFICER CODE OF PROFESSIONAL CONDUCT

As the elected representatives of the student members of Tennessee DECA, state 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 DECA's finances, procedures and policies of necessity remain the sole purview of the State of Tennessee, the Tennessee DECA state 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 DECA state advisor.

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

### I. Professional Responsibilities and Standards

As a Tennessee DECA state officer, I will

- abide by the state 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 district functions.
- visit a minimum of two schools per semester in my elected area (east, middle, west) and file the appropriate report with the Tennessee DECA state advisor.
- keep my knowledge of Tennessee DECA current for discussion and informational purposes.
- avoid expressing personal opinions relative to political or controversial issues when I am representing Tennessee DECA.
- act with good manners, integrity and high moral action.
- only post (and allow others to post) appropriate material on social media.
- (for state officers of legal age) not use tobacco products while in the presence of student members or advisors.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat or steal (this is not a category 2 offense).
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a Tennessee DECA state officer (follow the higher standards of conduct of either the function of the Tennessee DECA State Officer Code of Conduct).

- balance my schoolwork and DECA activities, making DECA a priority.
- enroll in no more than 12 credit hours per term if I am in my first year of college.
- 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 DECA state advisor.
- provide my own transportation to district and state events.
- (as a high school student) not drive myself to DECA functions, even if I am 18 years of age or older. It is the responsibility of my chapter advisor or my parents to provide my transportation.
- purchase appropriate clothing (including the DECA 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 DECA State Career Development Conference Grand Awards Session.
- obtain advance approval from the Tennessee DECA state advisor for all activities where the state officer is representing Tennessee DECA. State officers may not independently solicit invitations to meetings or conferences.
- follow instructions given by the Tennessee DECA state advisor 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 DECA 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 state officer's representation of Tennessee DECA at any activity. Violations will be documented and the penalties assessed by the Tennessee DECA state advisor. State officers may appeal the decision.

## **II. Conduct Unbecoming a Tennessee DECA State Officer**

As a Tennessee DECA 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 DECA state advisor.



**STATE OFFICER CODE OF PROFESSIONAL CONDUCT FORM**

Violations of Conduct Unbecoming a Tennessee DECA state 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 DECA state officer does not necessarily have to be associated with the state officer’s representation of Tennessee DECA. Violations will be documented and penalties assessed by the Tennessee DECA state advisor. State officers may appeal the decision.

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

I, \_\_\_\_\_, understand and agree to this Tennessee DECA 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 DECA state officer candidate.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor’s Signature

\_\_\_\_\_  
Date

### **STEP 3: TENNESSEE DECA STATE OFFICER CANDIDATE TEST**

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

- Tennessee DECA information posted on [www.DECATN.org](http://www.DECATN.org).
- DECA, Inc. website, [www.deca.org](http://www.deca.org).
- DECA Student Leader Resource Guide (available at [www.deca.org](http://www.deca.org))
- Basic parliamentary procedure
- Basic DECA, Inc. and Tennessee DECA history and facts

#### **STEP 4: NOMINATING COMMITTEE INTERVIEW**

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

The candidate must:

- Be an active member of DECA Inc.
- Submit a complete application.
- Score at least 80 percent on the Tennessee DECA 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 2019 Tennessee DECA State Career Development Conference.
- Pass the Nominating Interview at the Tennessee DECA State Career Development Conference.

#### *The Nominating Committee*

Local chapter advisors representing the five Tennessee DECA districts 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 each of the five Tennessee DECA districts
- the current Tennessee DECA state officer team
- the Tennessee DECA state officer coach
- Tennessee DECA alumni and/or professional Tennessee DECA members
- METT 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 DECA office. Only candidates declared eligible can seek nomination. Candidates declared eligible will be announced after all candidates have been interviewed at SCDC. 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 district, 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 DECA State Career Development 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.
- Females may carry purses, if they wish, to the nominating committee interview. Otherwise, **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 DECA 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 state 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 SCDC.
- 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 advisor should notify the Tennessee DECA state advisor.
- 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.

### *Campaign Booth*

- Booth set-up instructions and times will be provided by the state advisor during the state officer candidate orientation meeting at the Tennessee DECA State Career Development 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 DECA 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 DECA 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 DECA state 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 SESSIONS

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

The president and secretary will be elected by a majority of all voting delegates, and the vice presidents shall be elected by a majority vote of the voting delegates in each respective region. 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 DECA office will be announced.
- Campaign materials cannot be handed out to attendees during any voting delegate session.
- Tennessee DECA elects five (5) state officers. These include (a) a regional vice president for each of the three Tennessee regions, (b) a secretary, and (c) a president.
- In the first voting session, candidates will be nominated to run for office, candidates will make a speech, answer at least one question, and perform a skit (optional).
  - The session will begin with the nominating committee announcing their candidate of choice for each state officer position.
  - Additional nominations will be taken from the floor.
  - All nominated candidates will then give their campaign speeches. These speeches are timed and should be no longer than 3 minutes. Speeches are an individual effort.
  - Each candidate may have up to one (1) minute immediately following his/her speech for demonstration, skit, or endorsement. Other persons may be used to hold signs or props.
  - Following the candidate speeches, demonstrations, skits, or endorsements, each candidate will be asked at least one question.
    - Each question has a one (1) minute answer time limit.
- In the second voting session, before the ballots are distributed, candidates who qualify will come forward when their names are called so the voting delegates will know who all remain in the running.
  - There will be no campaigning during this time.
  - Candidates will leave the room during the voting, but they must remain nearby in case a re-vote is needed.
  - Voting will continue until one candidate in each race has the majority vote. On each ballot, candidates with the lowest votes or those who do not receive 15 percent of the votes will be dropped from the ballot.
  - After each vote is taken, the remaining candidates will come forward as their names are called so that the voting delegates can see which candidates they wish to vote for on the next ballot.

- Voting will be conducted by secret ballot and local chapter votes may be divided among the candidates for any given office. Only designated voting delegates can vote. Other official business may be conducted during the election session, if necessary.
- The newly elected Tennessee DECA state officers will be announced at the end of the awards session.

## **CONGRATULATIONS, YOU WON! NOW WHAT?**

### *New State Officer Orientation Meeting | March 9 | 12-2 p.m.*

Newly elected Tennessee DECA state officers are required to attend the state officer orientation session on March 9, 2019 from 12-2 p.m. Departures from Chattanooga must be scheduled after 2 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 | March 29-31 | Nashville area*

Tennessee DECA state officers will be required to purchase their uniforms during the Tennessee DECA New State Officer Training meeting in March. 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 March. Every effort will be made to keep this cost as low as possible for the state officer and his/her family. Measurements will be taken at the SCDC to ensure ordering is correct.