

Ohio



FBLA

**THE ULTIMATE STUDENT LEADERSHIP EXPERIENCE:
BECOMING A STATE OFFICER**



**OFFICER HANDBOOK AND OFFICER APPLICATION
PROGRAM/ACADEMIC YEAR: 2024 - 2025**

Greetings!

Dear FBLA Member,

You have the unique opportunity to serve and positively influence the future of over 500 students from across the state of Ohio. On behalf of the Ohio FBLA-PBL Board of Directors, I want to personally invite you to join us on the ultimate student leadership experience: becoming a state officer. If elected or appointed to the State Officer Team, you will serve as the ambassador of our members and further prove the impact our program can have on students across the state. The Officer experience requires a great deal of work, effort, and sacrifices-in short, it will not be easy. Nothing worth doing or achieving in life is. That said, being an Ohio FBLA Officer is a unique opportunity that cannot be replicated in the classroom and will take your leadership skills to the next level. This is your opportunity to serve nearly 1000 FBLA members who have entrusted you to take the mantle of our historic organization and push it forward. I can guarantee you will look back on your time in service to our organization as the turning point for your future success.

If you have any questions about what it is like to serve in this capacity, I invite you to reach out to the current state officers. Their contact information can be found at ohfbla.org. I look forward to seeing your campaign at the State Leadership Conference (details below) and having you join us on the ultimate leadership experience: becoming a state officer.

Regards,



Eric McGarvey, State Executive Director & Board Chair

Ohio FBLA-PBL

emcgarvey@ohiofbla.org

OHIO FBLA-PBL STATE LEADERSHIP CONFERENCE

FEBRUARY 22 – 23, 2024 | CROWNE PLAZA COLUMBUS NORTH-WORTHINGTON

[LINK TO OFFICER APPLICATION](#)

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PREFACE

The Ohio Chapter of Future Business Leaders of America-Phi Beta Lambda, Inc. (hereinafter known as the Corporation) is in search of chapter members that are seeking to expand their leadership ability and serve the State Chapter. If nominated and elected or appointed, you will have a unique opportunity to further develop and strengthen your personal and leadership skills and improve FBLA in the State of Ohio.

Ohio FBLA places a great amount of trust and responsibility in the State Officer Team. As such, choosing to run for state office is a decision that should be made with careful thought and consideration. The State Officer Team is required to attend a number of conferences, meetings, and training sessions that will require both school/district approval and parental/guardian support. In addition, other meetings, special events, and chapter visits are required. Members should consult with their chapter membership, chapter adviser, school/district administration(s), and parents/guardians before making a decision to seek state office.

Ohio FBLA is in search of individuals have the sincerest commitment to FBLA to serve on the State Officer Team. If you are enthusiastic about the opportunity to serve your fellow Ohio FBLA members as a State Officer Team, and you are willing and able to commit the necessary time to participate in the many activities and events involved, then talk with your support system (parents/guardians and advisers/administrators) and submit your application for review by the Board of Directors.

GOVERNANCE

The State Officer Team and the overall State Officer Program shall be governed by the Corporation Charter, the Corporation Bylaws and the Division Bylaws (as adopted by the student membership). The State Officer Team plays an important role in serving as ambassadors for the program and for supporting the Board of Directors to administer the organization. That said, no statement in this document shall be construed to imply that the State Officer Team has a role in the governance of the corporation. The Board of Directors is the official policy making body of the corporation.

PROGRAM SUPPORT

The Board of Directors is the policy making body of the Corporation. The Board is comprised of local chapter adviser/educators, leaders from business and industry, as well as ex-officio members of the volunteer state staff/Ohio Operations Team.

The State Officer Program is administered by the Corporation Board of Directors and their appointees including:

- State Executive Director & Board Chair
- State Program Director / Adviser
- Ohio Operations Team

CODE OF CONDUCT

Members of the State Officer Team shall follow the following tenants throughout their service. Submission of an application for candidacy shall constitute acceptance and adherence to this code. These standards shall apply to all official and unofficial FBLA-PBL activities during the Officers term of office.

1. Be free of commitments that will interfere with my term of office. Make service to Ohio FBLA- PBL my top priority after faith, education, and family. Other extracurriculars or poor planning shall not constitute an exemption from service obligations.
2. Be dedicated to serving the members of Ohio FBLA-PBL.
3. Be willing to commit the entire year to the activities of Ohio FBLA-PBL.
4. Be willing and able to travel locally, across the state, and nationally as needed.
5. Become thoroughly knowledgeable about FBLA-PBL and its programs.
6. Work through preparation and practice to develop myself into an effective public speaker and project a desirable image of FBLA-PBL at all times.
7. Accept and seek constructive criticism and evaluation of my performance.
8. Keep up to date on current events in my community, state, and nation.
9. Uphold fair share of the work as outlined in the Program of Work, Association Bylaws, and assigned by the Board of Directors (or their appointees) by the prescribed deadline.
10. Be willing to take and follow directions as instructed by those responsible to and for me.
11. Attend all meeting and activities promptly and in proper business attire (follow FBLA-PBL dress code and wear the uniform).
12. Produce regular status reports/updates on activities by the prescribed deadlines.
13. Check for new e-mails (both personal and state), text messages, and phone calls regularly (minimum daily) and respond within 24 hours.
14. Abide by the organizations code of ethics and policies exactly as all students' members do.
15. Abide by the rules, regulations, and policies of the local school systems/districts.

If elected or appointed to serve on the State Officer Team, you are expected to carry out all responsibilities in accordance with these statements and understand that you may be removed from office at any time by the Board of Directors if you do not completely adhere to these established standards for the State Officer Team.

ELIGIBILITY/QUALIFICATIONS

1. Candidates for the State Officer Team shall be reviewed for eligibility/suitability by the Board of Directors. All portions of the State Officer Application must be completed, and all certifications, related forms, and signatures obtained by the prescribed deadlines. Incomplete and/or late applications and/or those missing information, certifications, or signatures may be disqualified.
2. The Board of Directors (or their designee(s)) will review all applications in advance of the State Leadership Conference (SLC). Only those applicants who complete all required application requirements and pass the screening interview will be officially certified by the Board to be eligible to run for or be appointed to the SLC.
3. Candidates for office must adhere to all campaign rules and regulations set forth by the governing documents, this document, and by the Board of Directors.
4. Only active, due-paid members are eligible to hold state office.
5. In the event that there are no candidates nominated for a particular state office prior to the SLC, provisions will be made to accept applications before and after the SLC subject to the same guidelines listed herein or as prescribed by the Board of Directors. The Board of Directors may appoint a student as a state officer if a vacancy exists after elections are held at the SLC.
6. Candidates running for state office must be enrolled in an Ohio high school or a non-school equivalent based in Ohio (e.g. homeschooling) and maintain academic good standing during their term of office.
7. Candidates may not change office once their application has been submitted unless approved by the Board of Directors (or their designee(s)) for limited circumstances only.
8. Candidates for state office must attend the SLC and run an active campaign. The local chapter adviser must also register and attend the SLC.
9. Candidates for the office of State President: must have either served as a State Officer for a minimum of 1 year prior or have been an active member of FBLA having attended an FBLA conference (National or State) prior to candidacy. Exemption possible by request, if appropriate.

OFFICER REQUIREMENTS – EVENTS

Members of the state officer team will be required to visit local chapter, attend conferences, meetings, and other events as listed in this document. These events may occur during the school day, after school, in the evenings, and/or on the weekend. Officers must have access to transportation to attend these meetings. It is the responsibility of the state officer, parent/legal guardian, the local chapter adviser, and the local school system/district to ensure transportation is available for the state officer to attend events. Please note, there are a few events that occur outside of the state, where plane, train, or bus travel may be required for participation.

Required Events & Activities for 2024-2025 Program Year

Event	Tentative Location	Tentative Date(s)
State Officer Training	Columbus, OH	Late Spring/Early Summer 2024
National Leadership Conference	Orlando, FL	June 29-July 2, 2024
National Fall Leadership Conference	Columbus, OH	TBD – November, 2024
SLC Dress Rehearsal / Pre-Con	Columbus, OH	February 7-9, 2025
State Leadership Conference	Columbus, OH	February 26-28, 2025
Officer Meetings	Virtual	Bi-weekly
Local Chapter Visits	Various	2 Per Year

OFFICER REQUIREMENTS – ACTIVITIES

Members of the state officer team must be engaged in the execution of the Program of Work established during State Officer Training. The Program of Work will outline required activities and responsibilities for the year. Failure to adhere to the timeline and dates outlined in the Program of Work may be grounds for removal from office.

FINANCIAL RESPONSIBILITY

Participating in the State Officer Program requires a financial commitment from the student, their parent/guardian, and the local chapter. It is the Board of Directors hope to subsidize some of these costs with the use of sponsorship and statewide fund-raising; however, it is important to know that in the event this does not come into fruition, the Officer will be responsible for these participation costs. Extenuating financial circumstances may be discussed with the Board (please email emcgarvey@ohiofbla.org). Below is a high-level table with anticipated expenses and what is covered by the Board of Directors:

Expense	Board Responsibility	Officer Responsibility
State Officer Uniform	FBLA Scarf/Tie Officer Polo Nametag	Officer Blazer White Shirt/Blouse Khaki Pant/Skirt Belt (men) Estimated Cost: \$150
State Officer Training	Lodging/Accommodation Meals Officer Activity	Travel (we encourage carpooling) Estimated Cost: \$25
National Leadership Conference	Conference Registration Officer Activity	Hotel Travel Meals Estimated Cost: \$950
State Fall Leadership Conference	Conference Registration Lodging/Accommodation Meals	Travel Estimated Cost: \$25
National Fall Leadership Conference - OPTIONAL	Conference Registration Officer Activity	Hotel Travel Meals Estimated Cost: \$500
SLC Dress Rehearsal/Pre-Con	Lodging/Accommodation Meals	Travel (we encourage carpooling) Estimated Cost: \$25
State Leadership Conference	Lodging/Accommodation Meals Conference Registration	Travel Estimated Cost: \$25
Total Estimated Cost		\$1200 - \$1700

AVAILABLE POSITIONS/OFFICER DUTIES

Officers have duties and responsibilities assigned to them by the Governing Documents as well as additional duties prescribed by the Board of Directors and their designee(s). Failure to perform either set of duties may be grounds for removal. Descriptions for roles outlined in the Governing Documents can be found in the Appendix.

Candidates may be elected or appointed to the following positions:

- **State President**
- **State Vice President – External Affairs**
- **State Vice President – Membership**
- **Regional Vice Presidents (Northern, Central, Southern)**
- **State Secretary**
- **State Treasurer**
- **State Reporter**
- **State Historian**
- **State Parliamentarian**
- **State Webmaster**

CANDIDATE SCREENING & INTERVIEW

All state officer application materials will be reviewed by the Board of Directors (or their designee(s)) to ensure that the candidate is eligible for office. Notice of preliminary candidate acceptance will be e-mailed to all candidates and chapter advisers.

All candidates for office must attend a Candidate Interview on the date designated by the Board of Directors. Interviews will be held virtually using an accessible platform (e.g. Zoom or Google+ Hangouts). Candidates who are unable to participate in the interview may be disqualified from candidacy.

Candidates must provide final campaign speech, copies of campaign materials (including handouts and giveaways), and a brief financial statement (a sample can be found in the appendix) to the Board of Directors at the Candidate Interview.

Upon completion of the Candidate Interview, each candidate will be notified by the Board of Directors with regard to their full acceptance as a candidate for state office and can begin preparing their campaign and campaign materials. Candidates that do not meet the minimum criteria as set by the Board of Directors may be disqualified from being a candidate for state office.

CAMPAIGN PROCEDURES

Campaigns for State Office (for elected positions) are comprised of two parts:

- Campaign Cost: The Board of Directors recommends that campaigns will not exceed \$250. The Board of Directors reserves the right to require candidates reduce their expenses to ensure fairness and congruency among the candidates for any given office.
- Campaign Speech: Candidates for all elected state offices will deliver a 2-minute speech to all local voting delegates during Business Session II on the first day of the SLC. All candidates (including appointed positions) will be introduced during the Business Session II/Second General Session. The campaign speech time is monitored and strictly enforced. Only the state officer candidate may participate in the speech (no introductions, skits, or props).
- Campaign Booth: Candidates for elected state office may set up their campaign booths immediately following Business Session I/Opening Session on the first day of the SLC. State officer candidates must dismantle their booths by the close of Business Session II. Candidates will be assigned to a table in the campaign area for their campaign booth. Any campaigning outside of this area is prohibited. Candidates should make sure that they store or take to their room items of value when they are not in use at the booth. **Campaigns may not engage in any form of campaigning online or via social media.**
- Voting Session: State officer elections will take place at the Voting Session the morning of the second day of the SLC. Voting for all elected officers will take place during this session. **All officer candidates must be present.**

ELECTION/VOTING SESSION PROCEDURES

The Board of Directors shall appoint one of its members to be the Elections Commissioner charged to oversee the election of Officers and ensure the elections conform to all relevant policies and procedures. The Commissioner may designate other such persons necessary to support the election and its related processes. The elections shall be conducted in accordance with the Governing Documents.

The Voting Session will be held on the morning of the second day of the SLC. All registered chapters shall be permitted a minimum of two voting delegates; however, per the Governing Documents more may be allocated based on chapter membership counts. A majority vote is required for election.

TERM OF OFFICE

State officers shall be elected or appointed for one year or until their successors are elected or appointed. Their term shall begin at the close of the SLC at which they were elected or appointed and end at the close of the next SLC.

VACANCY

Vacancies due to removal, resignation, or lack of approved candidates shall be filled by the Board of Directors (or their designee(s)).

REMOVAL

The Board of Directors (or their designee(s)) shall have the authority to remove any officer from the state officer team for any reason. There shall be no appeal process. Submission of your application for candidacy shall constitute acceptance of this provision and agreement not pursue any remedy.

APPENDIX A – CHECKLIST

List of State Officer Application Materials

Completed?	Application Component
	<p>STATE OFFICER APPLICATION <i>Use the link provided below to complete the online application. Draft application is included in Appendix B. Use this to prepare before submitting your application.</i></p> <p>STATE OFFICER APPLICATION LINK</p> <p><i>APPLICATION DEADLINE (2024): January 27, 2024</i></p>
	<p>CERTIFICATION / SIGNATURE PAGES <i>Print Appendix B obtain the required signatures and scan the document as a PDF. This should be uploaded along with the State Officer Application.</i></p>
	<p>CAMPAIGN MATERIALS <i>Prepare financial statement, campaign speech, and campaign materials (images or descriptions) in PDFs. You will be asked to share these during the Candidate Interview via Screen Share.</i></p>

APPENDIX B – APPLICANT SIGNATURE PAGE

Candidate Full Name	
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It is my belief that the candidate is qualified for office per the requirements in the State Officer Handbook and fully endorse the candidate for the chosen role. I certify that I have read the State Officer Handbook in its entirety. I understand that failure to comply with the State Officers responsibilities listed within the Handbook will result in termination of office per the Board of Directors. I understand that the student must attend all required functions and will not receive permission to miss any of these meetings. Should the student leave office prior to the completion of their term (including removal), we agree to reimburse Ohio FBLA-PBL for the costs associated.

	Signature	Date
Candidate		Click or tap to enter a date.
Primary Adviser		Click or tap to enter a date.
School Administrator		Click or tap to enter a date.

In addition to the above certification, as the students Parent/Guardian, I hereby authorize Ohio FBLA-PBL, to sign in my absence for any emergency medical treatment or hospitalization, to order injection, anesthesia, or surgery that my child should need when he/she is attending FBLA activities during their tenure. I understand that Ohio FBLA-PBL cannot be held liable for any accident or injury that my child may incur while attending an FBLA activity this year.

Medications	Click or tap here to enter text.
Allergies	Click or tap here to enter text.
Special Medical Needs	Click or tap here to enter text.

I certify that my child is covered under my insurance policy. Below is the relevant information:

Name of Insurance Provider	Click or tap here to enter text.
Policy Number	Click or tap here to enter text.

	Signature	Date
Parent/Guardian		Click or tap to enter a date.

APPENDIX C – FINANCIAL STATEMENT TEMPLATE

Students are not required to use the format below; however, all information must be provided by the Candidate to give the Board of Director’s a wholistic view of how and what is being funded in support of the officer campaign.

Candidate Name: _____ Candidate Office: _____

REVENUE (Cash from chapter/student/parent/donation)

Source	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	\$ A

DONATED ITEMS (Material Items)

(estimate Fair Market Value for each item listed)

Item	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$ B

EXPENSES (Cost of items purchased)

(must attach receipts/supporting documentation for each amount listed)

Item with receipt	Amount	
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	\$ C

A - The total of A must equal C. This shows where the money came from to pay for your expenses. If you have expenses listed, you must list revenue.

APPENDIX D – RELEVANT BYLAWS

ARTICLE VI – OFFICERS

A. Ohio FBLA State Officer Team

1. Officers shall be elected annually from among the eligible, active members and they shall be collectively the State Officer Team.
2. The Ohio FBLA State Officer Team shall annually consist of a President, a Vice President of External Affairs, a Vice President from each Region, as established in Article I, a secretary, a parliamentarian, and other officers as are deemed necessary by the State Adviser.
3. A State Officers term will end at the next scheduled State Leadership conference.
4. The State Officer Team will regularly convene meetings at the discretion of the State Adviser. These meeting will be conducted in person and via appropriate technologies at the Adviser’s discretion.
5. The State Adviser may create such rules, regulations, and requirements as necessary to ensure the goals of the State Officer Team are met.

B. Qualifications

1. A State Officer must be an active member as defined in Article V.
2. A State Officer must have the endorsement of the Local Chapter.
3. An officer must be recommended by the Local Chapter Adviser.
4. An officer must have at least one full year remaining in high school at the time of the State Leadership Conference commencing the new officer’s term.
5. An officer candidate must file an official application with the Ohio FBLA State Adviser.
 - a. The candidate’s application must conform to the guidelines established.
 - b. The application must be received by the method established 30 days prior to the scheduled State Leadership Conference.
6. If the annual State Leadership Conference is convened, the candidate must present a speech, at a time and means to be appointed during the conference, not to exceed the established time limit including any introductory material, announcing their candidacy. If an election is to be held under contingency rules, applicable information will be provided from the official candidate applications to inform the voting delegates.
7. Those wishing to hold the office the president must have either served as a State Officer for a minimum of 1 year prior or have been an active member of FBLA having attended on FBLA conference (National or State) prior to candidacy. Requests for exemption may be reviewed by the State Advisor and Executive Board and if deemed appropriate may be granted.
8. Those who wish to hold the office of Regional Vice President must be a member of a chapter located within the region they wish to represent. Requests for exemption may be reviewed by the State Advisor and Executive Board and if deemed appropriate may be granted.

C. Enumerated Duties of Ohio FBLA State Officers

1. President
 - a. Serves as primary aide to the State Adviser
 - b. May call meetings of the State Officer Team and appropriate committees as appropriate.
 - c. Acts as presiding officer for the Ohio FBLA State Leadership Conference
 - d. Presides over meetings of the State Officer Team

- e. Maintains close and continuing communication with the State Adviser
- f. Serves as ex-officio member of any and all committees that may be commissioned to serve the organization.
- g. Performs duties related to the promotion, development and growth of Local, State, and National FBLA chapters.

2. Vice President of External Affairs

- a. Presides at meetings in the absence of the President
- b. Assumes the duties of the Presidency should that office be vacated for any reason
- c. Organizes a briefing for the information and development of future officer candidates at the annual State Leadership Conference
- d. Acts as liaison between officer candidates and the current State Officers and Adviser during the State Leadership Conference.
- e. Performs other duties as assigned by the President and State Adviser
- f. Performs duties related to the promotion, development and growth of Local, State, and National FBLA chapters.

3. Secretary

- a. Performs duties common to the title
- b. Records the minutes of all Officer Team meetings and other events as prescribed
- c. Prepare ballots for voting delegates including candidates and any amendments submitted for approval.
- d. Presents an annual report of the State Chapter.
- e. Acts as Assistant Editor, alongside The State Adviser, on any publication or media made available to the membership or the public at large.
- f. Prepares such documents as may be appropriate to further the scope and mission of Ohio FBLA.
- g. Performs other duties as assigned by the President and State Adviser
- h. Performs duties related to the promotion, development and growth of Local, State, and National FBLA chapters.

4. Regional Vice Presidents

- a. Assists the Local Chapters within their region in efforts to grow and promote their chapters and the state chapter.
- b. Prepares material to encourage Local Chapters to initiate press releases.
- c. Requests material from Local Chapters to use in the State Newsletter, website, and other media as appropriate.
- d. Regularly submits articles and material appropriate for publication by the State Chapter within the mission of the organization.
- e. Forward news from the Local Chapters to the State Adviser for submission to the National office.
- f. With the webmaster, ensure the regular update of the Ohio FBLA website, Facebook®, and Twitter® sites.
- g. Performs other duties as assigned by the President and State Adviser
- h. Performs duties related to the promotion, development and growth of Local, State, and National FBLA chapters.

5. Parliamentarian

- a. Assists the President and Vice President of External Affairs in the proper rules of order.
- b. Ensures business is conducted properly at any Ohio FBLA State Officer meetings, State Leadership Conference and other business meetings that may be conducted

- c. Uses Robert’s Rules of Order, Newly Revised as a guide for situations that are not otherwise defined within the National and State Bylaws.
- d. Performs other duties as assigned by the President and State Adviser
- e. Performs duties related to the promotion, development and growth of Local, State, and National FBLA chapters.

6. Job descriptions shall be prepared for any other position created under Section A of this article and approved by the State Adviser and President.

D. Newly elected officers are installed at the Ohio FBLA State Leadership Conference or in absentia by the Ohio FBLA State Adviser if a conference is not convened.

E. The State Adviser in consultation with the Ohio FBLA Executive Committee may appoint a member in good standing to fill any vacancy that exists among the officers specifically named in these Bylaws save for the Presidency which is filled pursuant to these bylaws.

F. The State Adviser in consultation with the Ohio FBLA Executive Committee shall be able to take such actions as are necessary to ensure the proper completion of any State Officer’s duties.

ARTICLE VII – ELECTIONS

A. Elections shall be conducted in March or April of each year as determined by the scheduling Ohio FBLA State Leadership Conference

B. Voting Delegates

1. Each Local Chapter in good standing with both the State and National organization shall be granted a number of voting delegates based on their registered, active membership according to FBLA National Headquarters 30 days prior to the conference start date.

2. The number of voting delegates shall be granted in the following proportions

- a. Under 50 members – 2 Voting Delegates
- b. 50 – 100 members – 3 Voting Delegates
- c. Over 100 members – 4 Voting Delegates

C. Elections Held at Conference

1. Voting Delegates

- a. A list of voting delegates shall be provided, through a determined communication method, by each Local Chapter that is registered and paid for the State Leadership Conference no fewer than 10 days prior to the convening of the conference.
- b. Lists shall bear the name of the Local Chapter, the names of each voting delegate, and be signed by the Local Chapter President and Adviser.
- c. Changes to these lists will only be accepted in the case of an emergency and with the consent of the State Adviser.
- d. Election Ballots shall be prepared according to these lists.
- e. Each Voting Delegate shall be admitted to the designated polling place only with their full conference credentials. The lists provided by the Local Chapter will be used to confirm
- f. Voting delegates are responsible for appearing at the designated polling place during the time allotted. Voting Delegates not appearing will be considered to have abstained and have their votes recorded as such.

2. Voting Window

- a. Voting will begin approximately 10 minutes following the close of the business session on the first day of the State Leadership Conference in which candidates speeches are heard. The exact time and polling location will be announced at the end of the session. This time may be changed at the discretion of the Executive Committee before the first session is commenced.

- b. Delegates will have 1 (One) Hour to complete voting. Official time will be kept at the polling location.
- c. The polling location will close after all Voting Delegates have cast their ballot or the hour has expired. At that point, the door will be closed and the votes tabulated.

3. Procedure

- a. The polling facility will be staffed by the Parliamentarian, the Secretary, and a designated Professional individual appointed by the State Adviser. If either the Parliamentarian or the Secretary are candidates as listed on the official ballot, they will not be eligible to serve in the polling place. Their duties will be filled starting with the President and Vice President of External Affairs provided they are not listed as candidates.
 - b. Delegates will enter the polling place and present their State Leadership Conference credentials. If the delegate does not have their credentials, they will be required to provide photo identification. Only voting delegates will be admitted to the polling location.
 - c. The delegate will then be asked to sign the voter log and be given their ballot.
 - d. After the delegate completes their ballot, it will be returned to the staff of the polling facility who will confirm that a ballot has been received from the delegate.
4. The results will be tabulated by the officers and Professional individual, sealed, and delivered to the State Adviser for certification.
 5. Election results will be announced by the President or Parliamentarian during the next scheduled business session.

D. Contingency Election

1. At the discretion of the State Adviser, or if the State Leadership Conference will not be held, the contingency election plan will be enacted.
2. Ballots will be prepared as in a normal conference election, but will instead be mailed to every Local Chapter Adviser whose chapter is in good standing in accordance to the proportions in Section C.2 of this Article. The Adviser will then have the option to have each Voting Delegate complete a separate ballot or to cast all votes on one ballot.
3. The Ballot Cover sheet will then be signed by each Voting Delegate and the Local Chapter adviser and returned to the State Adviser.
4. The State Adviser and President will set an appropriate time period for the return of the Ballots based on the available communication mediums.
5. No Ballots will be accepted after the designated time. Ballots not received at that time will be treated as dictated in Section C.1 of this Article.
6. Ballots will be counted in the presence of the State Adviser and at least one State Officer unless an alternative method is approved by the Executive Committee
7. The election results will be distributed for communication by an appropriate method within one week of their due date.