



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA
OFFICER CANDIDATE GUIDE
SECTION, STATE & NATIONAL POSITIONS
2026-2027 Membership Year



INTRODUCTION

This *Officer Candidate Guide* provides essential information and steps needed to know to become a section, state, or national officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other candidates, you will need determination, commitment, preparation, and effort.

Once in that arena, the next challenge is to get elected. Prospective candidates will have to persuade the voting delegates at the Section or State Leadership Conference that you are the one for the job. Preparing, campaigning, speaking come together to form a learning experience you will use for the rest of your life. The experience itself will be valuable, even if you are not selected. The campaign will provide you with invaluable experiences for the future.

To become an officer candidate, you need the support and encouragement of many people.

- Your local chapter adviser, parents and school administrator need to be informed and support your effort.
- Your local chapter must be officially affiliated for the current CA FBLA year.
- Your chapter officers and members need to support your candidacy and rally behind your campaign.
- Candidates will be chosen by a selection committee from the applications submitted.

Please read the *Officer Candidate Guide* carefully to make sure you meet the qualifications and adhere to the deadlines. All deadlines are firm, and no extensions will be granted. Make sure you meet the qualifications relating to enrollment in a CTE business pathway and your adviser is one of the CA FBLA advisers as listed on your chapter's approved affiliation.

We wish you well in your leadership endeavors,

CA FBLA Management Team

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DECISION TO APPLY FOR OFFICE

Future Business Leaders of America is recognized by the CA Department of Education as a **Career Technical Student Organization (CTSO)**. The term Career Technical Student Organization is defined as an organization for individuals enrolled in a Career Technical Education program that engages in career and technical education activities as an integral part of the instructional program.

CTSO's provide students in Career Technical Education programs with carefully structured leadership development opportunities, career skills, opportunities to participate in competitive career related events, and community service opportunities.

Serving as an FBLA national, state or section officer is one of the ultimate achievements a member can attain. The planning, organizing, and execution of a national, state or section officer campaign is a valuable leadership experience. The decision to run for office should be taken very seriously and the candidate must be aware of the personal time commitment.

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

Before the application process begins, it is critical for the potential candidate to take an honest personal inventory and thoroughly evaluate whether s/he has the time, resources, support, capabilities, attitude, and commitment to prepare an effective campaign and serve as a national, state or section officer.

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

- Review the entire guide to become familiar with national, state and section officer responsibilities and requirements.
- Meet with your local chapter adviser, parents, school administrators, chapter members, employers, and other significant parties to discuss applying for office and to gain their support.
- Obtain the support of your local chapter adviser to ensure they have the time to support you. You and your adviser are a team as you carry out your officer duties and responsibilities. All elected officers are expected to fully attend all required meetings, activities and events.
- Study FBLA's mission, history, bylaws, publications, programs, and activities.

After careful review and consideration of these points, the applicant should complete the officer application and prepare for the applicant interview.

OFFICER QUALIFICATIONS & PROCEDURES

- **All applicants for Section, State and National officer positions must:**
 - Meet the CTE pathway program requirements associated with a CTSO.
 - To qualify as a State Officer candidate, you must have successfully completed at least one Career Technical Education (CTE) class that your chapter used for California FBLA affiliation this academic year.
 - Be a member of a chapter approved for CA Affiliation by the CA Department of Education.
 - Have a CTE credentialed teacher from your school serving as the chapter adviser and be willing to fully support the candidacy.
 - Be an affiliated member in good standing in an FBLA chapter at the school in which he/she is enrolled.
 - Earn the **Contributor** level of the National FBLA Business Achievement Awards (BAA) program if applying for a **Section Officer** position (except Section President).
 - Earn the **Leader** level of the National FBLA Business Achievement Awards (BAA) program if applying for a **National or State Officer** position including Section President.
 - Have held, or currently hold, an elected or appointed local chapter or section office position if applying for a Section Office, other than Section President.
 - Have held or currently hold an elected Section or State officer position if applying for a National or State office position including Section President.
 - Commit to the time required to fulfill the duties of the office.
 - Applicants for **all officer positions** must be an affiliated member of an active chapter in the same section as their local chapter during their term in office.
 - Those wishing to apply for a state officer position must first complete and submit the State Officer Verification Form. Once the verification form has been approved, members may apply.

SECTION OFFICER QUALIFICATIONS & PROCEDURES (NOT STATE VP/SECTION PRESIDENT)

- Applicants must satisfy the CTE pathway program and course requirement.
- To qualify as a Section Officer candidate, you must be currently enrolled in, or have successfully completed, at least one Career Technical Education (CTE) class that your chapter used for California FBLA affiliation this academic year.
- Applicants for **Section office other than Section President** must submit the following:
 - Officer Application.
 - Transcript from applicant's high school with a Career Technical Education business course highlighted.
 - Résumé highlighting leadership experiences.
- Applicants for a **Section officer position** shall submit all required forms via email to their section director no later than **5:00 pm December 19, 2025**
- All section officer applicants and their local chapter adviser will be interviewed by their Section Executive Board.
- Each Section Executive Board will determine which applicants will be selected as candidates and be approved to campaign at their Section Conference.

- Section Officer candidate positions and duties shall be determined by the Section Director. Positions may vary from section to section.
- Candidates for a Section Office position shall be elected by a majority vote of the voting delegates of each chapter at their appropriate Section Leadership Conference.
- Specific instructions and regulations for conducting campaigns at Section Conferences and for electing section officers will be established by the respective sections and communicated directly to approved candidates by the Section Director.
- There may be a caucusing session scheduled during the Section Leadership Conference for voting delegates. Each candidate will have a specified amount of time in which to state his/her platform and answer questions from the audience.
- Elections will be held at a special voting delegate session at the Section Leadership Conference and results will be announced at the awards session. Candidates for office may not be present during the voting session, nor may they serve as voting delegates for their local chapter.
- There may be no more than three Section officers representing one chapter in any one year. One or more must resign in the order stated in the section bylaws.
- If an office is not filled at the Section Leadership Conference, the position may be filled by appointment or special election as provided for in the section bylaws.
- A member who is elected to a Section office, other than president, may apply for a state officer position. If the member is elected to a state office, they must resign the section position, and the section position shall be filled by appointment.

Duties and Responsibilities of All Section Officers

- Officer positions and duties for each Section will be determined by the Section Director. Positions may vary from section to section.
- As a section officer, you are a member of your Section Executive Board. This officer team plays a vital role in establishing section goals, creating the program of work, planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support for your section membership.
- Officers are required to attend all Section Executive Board meetings, Officer Training Leadership Summit, OAT Day, Section Conference, and the State Leadership Conference. Officers are required to attend all meetings and activities in their **entirety**. Attendance at the Leadership Development Institute is up to the discretion of the Section Director.
- Section officers are expected to possess a strong base of knowledge about the organization and be capable of discussing ideas and issues affecting the section intelligently.

- Officers must keep up to date on correspondence. Copies of all official correspondence must be sent to the Section Director and Section President promptly. All correspondence and reports should be read and approved by the officer's local chapter adviser prior to submission.
- Each officer is responsible for a monthly report based on the program of work (POW) that will be developed at the Officer Leadership Training Summit.
- Additional responsibilities of section officers will be assigned as needed by the Section Director and Section President.
- Officers will work closely with their local adviser, Section Director, and the Section President
- Section officers shall serve as a model representative for CA FBLA. Officers are called upon many times to make presentations before FBLA members, adults, and student organizations.

Advising a Section Officer

- "Mentor" is defined as a trusted counselor or guide, a tutor, or coach. This definition aptly describes the role of a section officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.
- The officer adviser counsels the student on the qualifications and duties of a section officer and helps with the decision to apply. The adviser guides the student on the campaign process and serves as mentor during the student's term of office.
- The relationship between adviser and officer is critical to the success of the term of office. The officer must ensure that the local primary adviser's signature on the application shows his/her full support to the officer and organization.
- The adviser to an officer must be the adviser of the student's affiliated chapter.
- The adviser should work closely with the Section Director to keep him/her informed of the officer's progress with projects and any challenges that may arise.
- The adviser accepts responsibility for assisting the officer. Secures the endorsement and support of parents, school officials, and employers, if applicable.
- The adviser is expected to accompany the officer to Section Executive Board meetings, the Officer Leadership Training Summit, OAT Day, Section Conference, and the State Leadership Conference. If there is an occurrence where the adviser is unable to travel with the officer a substitute chaperone may be identified and must be an employee of the district the officer's chapter is located in. Attendance at the Leadership Development Institute is up to the discretion of the Section Director.
- The advisers must oversee their officer by successfully monitoring the completion of their section duties and responsibilities. CA FBLA looks to the adviser to ensure that all relevant district and school policies, as well as parental preferences, are followed regarding officer travel and chaperonage.

- The adviser is informed about section programs, priorities, and critical issues and understand counsel may need to be given to the officer.
- The adviser presents a positive image of CA FBLA and its programs.
- The adviser takes an active part in helping the officer reach his/her personal and organizational goals.
- The adviser shall oversee the duties of his/her section officer and shall keep in contact with the Section Director on matters concerning the section chapter

STATE OFFICER QUALIFICATIONS & PROCEDURES INCLUDING STATE VP/SECTION PRESIDENT

Prior to applying all those wishing to hold a State Officer position must submit a State Officer Verification Form by NEED DATE

- Applicants must satisfy the CTE course pathway program requirement.
- Applicants for a **State office** must submit the following:
 - Officer Application.
 - Transcript from applicant's high school with a Career Technical Education business courses highlighted.
 - Résumé highlighting leadership experiences.
- Applicants for **State Vice President/Section President** shall submit all the forms to the State Officer Adviser via email by **5:00 pm December 19, 2025**.
- Applicants for **President, Secretary, and Public Relations** shall submit all the forms to the State Officer Adviser via email by **5:00 pm March 6, 2026**.
- All state officer applicants and their local chapter adviser will be interviewed by a committee consisting of at least one state officer, one member of the CA FBLA Management Team and the State Officer Adviser via conference video call.
- The interview committee shall determine which applicants will be selected as candidates and be approved to campaign at the State Leadership Conference.
- A member elected to a state officer position may not simultaneously hold a national officer position in the same FBLA calendar year. This includes Section Presidents.
- Candidates for State Vice President/Section President, State President, State Secretary, and State Public Relations shall be elected by a majority vote of the voting delegates of each local chapter at the State Leadership Conference.
- Any candidate running unopposed must receive 2/3rd majority of the votes to be elected
- A special caucusing session for voting delegates will be scheduled during the conference. Each candidate will have a specified amount of time in which to state his/her platform and answer questions from the audience.

- Elections will be held at a special voting delegate session at the conference and results will be announced at the awards session. Candidates for state office may not be present during the voting session, nor may they serve as voting delegates for their local chapter.
- There may be no more than two officers from one chapter holding the offices of President, Secretary and Public Relations in any one year. One must resign in this order Public Relations, Secretary.
- If an office is not filled at the State Leadership Conference, applications may be accepted from qualified applicants following the SLC or the vacancy may be filled by appointment as provided for in the state bylaws.

Duties and Responsibilities of all State Officers

- As a state officer, you are a member of the Student State Executive Board. This officer team plays a vital role in establishing state goals, creating the program of work, planning projects, workshops, and conferences. Your main duty is to be an active contributing member of the team and provide support not only for your fellow officers, but also for all of California FBLA.
- Officers are required to attend monthly virtual Student State Executive Board meetings, assigned state and section chapter trainings, the Officer Leadership Training Summit, the Leadership Development Institute, their respective Section Conferences, and the State Leadership Conference. Officers are required to attend all meetings and activities in their entirety.
- State officers are expected to possess a strong base of knowledge about the organization and be capable of discussing ideas and issues affecting the state chapter intelligently.
- Officers must keep up to date on correspondence. Copies of all official correspondence must be sent to the Student State Executive Board Adviser and State President promptly. All correspondence and reports should be read and approved by the officer's local chapter adviser prior to submission.
- Each officer is responsible for a monthly report based on the program of work (POW) that will be developed at the May Student State Executive Board retreat and at the Officer Leadership Training Summit.
- It is strongly recommended that state officers attend the National Leadership Conference. The newly elected CA FBLA President and Student State Executive Board facilitate the CA state meeting if one is convened at NLC.

Additional Responsibilities of State Officers:

- The President, Secretary, and Public Relations are ex-officio members of their respective Section Executive Boards and should follow the bylaws and member expectations governed by the Section.
- Prepare and present workshops for the Leadership Development Institute.
- Prepare and deliver appropriate presentations when asked to visit schools, conferences, and at business and civic groups.

- Communicate with FBLA members through the electronic state newsletter, *The Californian*, by submitting articles as assigned.
- Support and promote the activities of the state chapter and help your local chapter complete the Business Achievement Award chapter recognition program and state projects.
- Recruit new members and chapters.
- Contribute ideas for improving California FBLA.
- Work closely with your local chapter adviser, Section Director, and the Student State Executive Board Adviser. Always keep them informed of your state tasks and communicate with them regarding the Student State Executive Board meetings, the Officer Leadership Training Summit, Leadership Development Institute and Section and State Leadership Conferences.
- State officers shall serve as a model representative for FBLA. State officers are called upon many times to make presentations before members, adult, and student organizations and at times will need to miss school to represent FBLA. Officers are expected to make a full commitment to CA FBLA.

Note: If you are elected to your chosen office, it is recommended that you not serve as your local chapter president. Devote your time to the state chapter and let a fellow chapter member have his/her leadership experience as chapter president. If your chapter is unable to find a member to serve in this position, you may serve with your local chapter adviser's permission.

Duties of State President

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

- Preside over, and conduct, all Student State Executive Board meetings according to parliamentary procedure and the California FBLA bylaws. Preside over the Officer Leadership Training Summit, Leadership Development Institute, State Leadership Conference, and CA State meeting at NLC.
- Develop, in cooperation with the Student State Executive Board Adviser, the agenda and notice of all board meetings.
- Distribute Member of the Month certificates within ten days of receiving the names.
- Provide a Student State Executive Board update to the CA FBLA Management Team and Board of Directors upon request.
- Serve as a voting delegate at the National Leadership Conference following his/her election.
- Deliver the state chapter's report at the Western Region meeting at the National Leadership Conference following his/her election as president.
- Preside over the California State meeting at the National Leadership Conference following his/her election as president if one is convened.
- Work closely with the Student State Executive Board Adviser, the Management Team and Board of Directors.

Duties of State Vice Presidents/Section Presidents

The position of first vice president for the **2026-2027** school year will be the State Vice President representing the **Southern Section**. This Vice President will assist the State President as needed and be prepared to take over the duties of the state president if required.

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

- Plan and preside over all Section Executive Board meetings.
- Plan and preside over the section's OAT Day.
- Plan and preside over the Section Leadership Conference.
- Establish the liaison system to correspond with the chapters within the section.
- Contribute to the state newsletter *The Californian*, by submitting articles as assigned.
- Visit local chapters in the section when possible.
- Attend all section officer trainings.
- Work closely with the Section Director, Student State Executive Board Adviser, and the Management Team.

Duties of State Secretary

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

- Keep an accurate record of all Student State Executive Board meetings.
- Prepare the minutes of the Student State Executive Board meetings and email them to all members of the Student State Executive Board and their advisers within ten working days after the meeting for review. Resend a copy of the previous meeting minutes one week prior to the next Student State Executive Board for members to review and approve. Once approved minutes may be posted on the website.
- Work closely with the Public Relations officer to ensure social media platforms are used to communicate with the CA FBLA members.
- Send articles on state activities to the national office to be published in the *Tomorrow's Business Leader*.
- Work with the State Officers to determine the spirit items to be distributed at NLC.
- Work closely with the Student State Executive Board Adviser.

Duties of State Public Relations

In addition to the duties listed for all state officers, the public relations officer shall:

- Produce, in cooperation with the Student State Executive Board, a minimum of three issues of *The Californian* during the membership year (Fall/Winter/Spring).
- Work closely with the Student State Executive Board Adviser to post *The Californian* and enhance the state website, www.cafbla.org.
- Assist section public relation officers with their section newsletters.
- As funds and priorities allow, work to develop, and enhance California FBLA public relations materials.
- Maintain and monitor all official student CA FBLA social media platforms.
- Work closely with the Student State Executive Board Adviser and the Management Team.

Advising a State Officer

- “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 his/her term of office ends, the adviser is a key figure.
- The officer adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to apply. The adviser guides the student on the campaign process and serves as mentor during the officer’s term of office.
- The relationship between adviser and officer is critical to the success of the term of office. The local adviser’s signature on the application demonstrates his/her full support to the officer and organization during the term of office.
- The adviser to an officer must be the adviser of the student’s affiliated chapter.
- The adviser should review the workshop content and materials for any presentation being made by the officer and suggest edits and rehearse with the officer.
- The adviser should work closely with the Student State Executive Board Adviser to keep him/her informed of the officer’s progress with projects and any challenges that may arise.
- All officer correspondence, news articles, and presentation materials should proofread and approved by the adviser prior to submission.
- The adviser accepts responsibility for assisting officer and secures the endorsement and support of parents, school officials, and employers, if applicable.

- The adviser is expected to attend the three in-person Student State Executive Board Meetings, the Officer Leadership Training Summit, the Leadership Development Institute, the Section Conference, and the State Leadership Conference. If there is an occurrence where the adviser is unable to travel with the officer a substitute chaperone may be identified and must be an employee of the district the officer's chapter is located in.
- The adviser must support their officer by successfully monitoring the completion of their state duties and responsibilities.
- The adviser should be informed about state programs, priorities, and critical issues relating to FBLA and discuss and guide your officer.
- The adviser should present a positive image of CA FBLA and its programs.
- The adviser should take an active part in helping your officer reach his/her personal and organizational goals.
- The adviser shall oversee the duties of his/her state officer and shall keep in contact with the State Officer Adviser on matters concerning the state chapter.

NATIONAL OFFICER QUALIFICATIONS & PROCEDURES

- To be eligible to apply for a National Officer Position, the FBLA member must previously have served as an elected CA Section or State Officer.
- A member elected to a state officer position may not simultaneously hold a national officer position in the same FBLA calendar year.
- A member wishing to apply for a National Officer position must write an email indicating their desire to seek a position to the CA FBLA State Director agonzalez@cafbla.org by **5:00 pm PST February 13, 2026**. The email must contain student's name, chapter, and name of local chapter adviser.
- After the due date for submissions, the member will receive notice for an interview by the Applicant Screening Committee to determine if he or she will be allowed to seek CA FBLA voting delegate approval at the State Leadership Conference.
 - A rubric will be used for the interview and scored by each of the interview panel members.
- The Applicant Screening Committee shall consist of the CA FBLA President, the CA FBLA State Adviser, one member from the Management Team and one member from the Board of Directors.
- Potential National Candidates representing California may not disclose which National office they intend to seek until after they have been approved by the local chapter voting delegates at SLC.
- Potential National Candidates representing California must be approved by a 2/3rd majority vote of the local chapter voting delegates at the State Leadership Conference.

- Potential National Candidates have the option of delivering a 1-minute candidate statement at the state caucusing session, but will not participate in any type of question/answer session.
- Approval voting will be held at the voting delegate session on the second day of the state leadership conference (Saturday) and results will be announced at the SLC Awards of Excellence session. Candidates for national office may not be present during the voting session, nor may they serve as voting delegates for their local chapter.
- If approved by the local chapter voting delegates, the candidate must then declare which National Office he/she will pursue and have this approved by the FBLA State Adviser.
- Once approved by the delegates, if there is more than one candidate seeking the same National Officer Position, the rubric scores from the initial interview will be used as the tie breaker.
- The State Adviser will send a congratulatory email to candidates who have been approved to the National Office. Upon receipt of email, the student candidate may apply for the National Officer position they declared and follow any directions given by the National Office.

OFFICER CODE OF CONDUCT

National, State and Section officers serve as ambassadors for the association, and their conduct and deportment are critical to the success of their mission. National, State and Section officers are expected to abide by this code while representing the organization at FBLA events.

National, State and Section officers who violate or ignore the elements of this Code of Conduct subject themselves to being removed from the FBLA conference and/or activity and sent home at their own expense by their local/state chapter adviser and having any honors or offices cancelled and withdrawn.

- National, State and Section officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
- National, State and Section officers shall fully participate in all appropriate activities, conferences, workshops, and business meetings for which they have responsibility.
- National, State and Section officers shall abide by the FBLA Dress Code.
- National, State and Section officers shall be willing to take and follow instructions as directed by those responsible for them.
- National, State and Section officers shall avoid places and actions that in any way could raise questions as to their moral character or conduct.
- National, State and Section officers shall treat all members equally and with respect.
- National, State and Section officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodation and/or building will be paid for by officers at their own expense.

- National, State and Section officers shall communicate any circumstances that prevent them from carrying out predetermined plans or assignments to the appropriate adviser.
- National, State and Section officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate for National, State or Section office, or serve as a campaign manager, except when campaigning for oneself.
- National, State and Section officers must adhere to set curfews at all meetings and conferences.

FINANCIAL OBLIGATION

Members elected to a National Officer position will be supported, and provided directions, by the National FBLA office.

State and Section officer team polo shirts and name badges are provided by CA FBLA for all newly elected state and section officers.

Each officer will need an official uniform consisting of navy-blue blazer, skirt or slacks, white blouse or white collared dress shirt, tie or scarf, and appropriate dress shoes. The color of the state officer slacks and skirts shall be gray, and the color of the section officer slacks, or skirt shall be khaki (tan).

Uniforms and official attire must be obtained and worn by State and Section Officers at the first State or Section Executive Board Meeting or the Officer Leadership Training Summit, depending on which comes first. Financial assistance may be provided to ensure that all officers are able to meet the uniform requirements. If in need of assistance, please contact your local adviser and Section Director.

CA FBLA may cover the cost of travel, lodging and meals for any required overnight meetings or events for the officer and one adviser/chaperone.

No student shall be denied the right to serve as a state or section officer because of limited finances. It is the responsibility of the local chapter adviser and the Sections to support the candidate to ensure success during the term of office.

FUNDING NOTES

Career Technical Student Organizations (CTSO) receive much of their funding through the California Department of Education. The State provides significant dollars to support CTE programs and CTSO's. The Career Technical Education Incentive Grant (CTEIG) and Carl D. Perkins funding are used for CTE leadership support. CA FBLA student officers benefit directly from this funding by the support of travel, lodging, and meal expenses for state and section officers and one adviser per office, to attend the Officer Leadership Training Summit and other required overnight in person meetings and leadership trainings.

CONTACT

Please submit any questions regarding this guide to: stateofficersadviser@cafbla.org