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**State Officer Handbook**

**With National Officer Addendum**

2020-2021

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 525 Buena Vista Drive SE

 Albuquerque, NM 87106

skillsusanm.org

Dear Officer Candidate:

Congratulations on considering candidacy for one of SkillsUSA New Mexico’s State Officer Team positions. This is an excellent opportunity to continue to develop the knowledge and skills necessary to become an academically prepared, community oriented, professionally responsible, experienced leader. As an emerging leader, you will become empowered through a collection of experiences to provide effective leadership by practicing goal setting, consensus building and project implementation, while exhibiting ethics, integrity and high standards.

As our primary student brand ambassadors, SkillsUSA New Mexico State Officers represent a variety of student members to a variety of key stakeholders, including fellow members, advisors, education administrators, business partners, public policymakers and more. Because the service of State Officers to the organization is an important commitment, please strongly consider running for state office only if you are organized, motivated, eager to work as a team, show initiative and exhibit high moral and ethical standards. Be ready to make SkillsUSA your first priority and be willing to present a favorable image on behalf of our organization.

Please review this packet for important information about your role and obligations as a State Officer, as well as the election process. If you’re ready to make a serious year-long commitment in a highly visible position, submit your application. Please note important deadline: Submit all required forms by **March 1.**

Good luck!

Natalie Donnelly
State Director

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**10 Steps to Success:**

**STEP 1:** Completely read this packet of information.

**STEP 2:** Complete the Candidate Information Form and all documents provided.

**STEP 3:** Submit all forms online by **March 1.**

**STEP 4:** You will be notified via email that your State Officer Candidate Application Packet has been received.

**STEP 5:** Prepare for your **campaign booth and speech**. Make sure to read the section of this packet entitled **Campaign Booths and Campaigning.**

**STEP 6:** Prepare for the officer qualification exam. The test will be composed of multiple-choice questions. The test will be administrated during a time designated during state conference. The test will include information from the Statesman Award Study Guide (i.e. SkillsUSA Leadership Handbook, PDP Levels I and II, Basic Parliamentary Procedure, and Professional Etiquette).

**STEP 7:** During the State Leadership and Skills Conference, candidates must attend the **officer candidates briefing** so they understand their duties and responsibilities during the SLSC in regard to officer candidate functions. After the officer candidate briefing, the **officer qualification exam** will be given, and then candidates will **interview with the qualifications committee**. After qualifications, each candidate will be given an officer candidate ribbon to wear for the remainder of the conference. Candidates are expected to wear **official dress** during their assigned functions.

**STEP 8:** Attend the “Meet the Candidates” session at the State Leadership and Skills Conference. You will set up your campaign booth prior to the Opening Session and be available to visit with Voting Delegates after the Business Meeting. During the Opening Session you will deliver your 2-3 minute campaign speech. Candidates should be prepared to participate in a short question and answer session. The questions will be provided beforehand.

**STEP 9:** If you are a voting delegate, cast your vote at the prescribed time during the State Leadership and Skills Conference.

**STEP 10:** If elected to office, attend the new state officer meeting, which will be held following the awards ceremony.

**State Officer Candidate Information Overview**

1. High school candidates must have one or more years remaining in high school, be regularly enrolled in an approved technical, skilled, or service occupation education class (including health care), to be an active SkillsUSA member and meet the academic standards of the New Mexico Activities Association to run for a SkillsUSA New Mexico state officer position.
2. College/post-secondary candidates must have two or more semesters remaining before graduation, and must be regularly enrolled in a program or classes pursuing a certificate or degree in an approved technical, skilled, or service occupations program (including health care) and be an active SkillsUSA member to run for a SkillsUSA New Mexico state officer position.
3. A school may send only three (3) state officer candidates.
4. A slate of eight officers will be elected. The eight candidates with the highest total score will compose the slate of officers. During the state officer training it will be determined which office each elected student will hold. Secondary - President, Vice President, Secretary, Treasurer, Parliamentarian. Post-Secondary-President, Vice President, Secretary.
5. Each candidate will have 2-3 minutes in the House of Delegates to deliver his or her campaign speech.
6. Voting delegates will vote by electronic means. Delegates must have a delegate ribbon to participate in the voting.
7. Officer announcement and installation will occur at the appropriate time per the conference program.
8. Officers will be expected to wear official clothing that meets SkillsUSA requirements, as designated by the state officer coordinator or state director.

**Scoring Process to Determine Elected State Officers**

The following will be used to determine which candidates are elected to state office:

Qualification Exam 30%

Interview 20%

Votes 50%

**TOTAL 100%**

**Campaign Booths and Campaigning**

1. No campaigning should take place prior to the state conference.
2. Officer candidates will have the opportunity to have campaign booths at the State Leadership and Skills Conference. Campaign material may include posters, displays and literature that you wish to share. Three sided display boards can be very effective in presenting your ideas. You will be responsible for providing your own easel, if one is needed. Your chapter advisor and campaign manager may help you set up (your campaign manager does not necessarily have to be a voting delegate).
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for delegates to “meet the candidates.”
5. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions.
6. Local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
7. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be kept to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.
8. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.
9. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.
10. There will be NO campaigning after curfew. This includes officer candidate interviews.

# **State Officer Duties and Responsibilities**

By electing you to a SkillsUSA New Mexico state office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities. Duty is defined as, “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is “the reliability and moral accountability for duties expected of an officer.”

Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA New Mexico state officers. Regardless of which office you hold, your duties and responsibilities as a SkillsUSA New Mexico state officer obligate you to do the following:

* Understand the mission and goals of SkillsUSA New Mexico.
* Understand the SkillsUSA New Mexico bylaws.
* Understand the SkillsUSA creed, know it from memory and be able to recite it.
* Be familiar with the organizational structure and policies of SkillsUSA New Mexico.
* Understand and correctly use parliamentary procedure.
* Memorize appropriate ceremonies and rituals.
* Attend all meetings.
* Be prepared to conduct organization and state meetings.
* Be prepared to serve as a speaker.
* Be loyal to SkillsUSA New Mexico.
* Assist other officers to accomplish their tasks.
* Practice good speaking and writing skills as you represent the state association.
* Be helpful, respectful, and responsible to all people.

**Specific Standards**

* Must have active membership status.
* Must have endorsement of local chapter. Attach a letter of recommendation from local advisor.
* Must have school certification signed by an administrator and advisor.
* Must have at least one full year remaining as an active member. Must have an occupational objective in a Career and Technical Education area.
* Must be available to represent the state through personal appearances during tenure of office.
* Candidacy for office must be filed with the SkillsUSA New Mexico office by the deadline.
* Must present a speech.
* Each candidate must meet with the qualifications committee for a test and personal interview.
* Each newly elected officer must meet with the state director immediately following the last meeting of the State Leadership and Skills Conference.
* All elected state officers are required to attend the SkillsUSA New Mexico officer summer training. Any state officer who does not attend this training will be required to resign their office unless the State Director determines extenuating circumstances.

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| **Officer Candidate Checklist** |

Officer Candidates will be expected to submit a State Officer Candidate Packet by the set deadline. The submitted packet should include the following:

* Officer Candidate Check List *(Signed by candidate and advisor)*
* Officer Information <https://skillsusanm.org/state-officer-candidate-form/>
* Candidate Certification and Agreements (state and national)
* State Officer Calendar *(State Officer Candidates only)*
* Local Advisor Guidelines
* Delegate Conduct and Medical Form
* Media Release Form
* Candidate Code of Ethics
* Social Media Contract
* Conditions of Understanding
* Officer Reasons for Removal Form
* College/Post-Secondary State Officer Candidate Endorsees (College/Post-secondary only)
* National Officer Candidate Addendum (national candidate)
* 2 letters of Recommendation
* Official School Transcript – mailed to state office
	+ SkillsUSA NM c/o CNM 525 Buena Vista Dr. SE, Albuquerque, NM 87107

Note: Packets must be submitted by 5:00 pm MST ***March 1***. Packets not meeting the deadline will be sent back. **All applications must be submitted once and complete**, absolutely no exceptions will be made.

**Please keep copies of all forms for your records.**

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Candidate Signature Advisor Signature

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| **Candidate Information Form** |

**Candidate information form will be collected through online form at:**

<https://skillsusanm.org/state-officer-candidate-form/>

**All other forms will also need to be uploaded as PDF’s at the above URL.**

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| **Candidate Certification** |
| I certify that I am a member in good standing of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of SkillsUSA New Mexico. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my State Officer Candidate Handbook,** and that all information submitted herein is accurate and correct.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate’s Signature Date |
| **Candidate/Parent Agreement** |
| **Candidate/Parent Agreement**If elected, I will attend the required meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the SkillsUSA New Mexico and be a student member. My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board’s discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian’s Signature |
| **Advisor/Principal Agreement** |
| **Advisor/Principal Agreement**The above candidate is a member in good standing of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of SkillsUSA New Mexico. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved marketing education program. We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local Advisor’s Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal’s Signature Date |
| **State Officer Calendar** |
| If elected as a State Officer, I agree to participate in the following events:

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| Summer | Officer Training | All Officers |  |
| October/November | Community Outreach & Leadership Conference (COLC) | All Officers  |  |
| January  | CTSO Day Santa Fe | All Officers |  |
| April | State Leadership and Skills Conference | All Officers |  |
| June | National Leadership and Skills Conference | All Officers(Travel, hotel, meals by chapter or officer) |  |

Monthly meetings will be set up by the State Officer Coordinator; these may be in person or via electronic means. Other events may be added at the State Officer Coordinator’s discretion.I have read and understand the information above.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local Advisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Administrator’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian’s Signature |

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| **Local Advisor Guidelines** |
| We appreciate your support in running a candidate for office! You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate you are aware of your advisor responsibilities in sponsoring an officer candidate:1. I agree to run only candidates that I feel have the character and maturity to lead SkillsUSA as an officer. I also pledge to encourage our SkillsUSA chapter to fully support our officer during his/her term in office. I have discussed the STATE OFFICER RESPONSIBILITIES with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the officer schedule frequently and I will strongly recommend that he/she make SkillsUSA activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the State Advisor, State Officer Coordinator, and Board of Directors to help my student fulfill his/her officers’ duties.
4. I will assist my student in returning articles and other officer materials to the State Officer Coordinator in a timely manner.
5. I will discuss travel arrangements with my officer (see the “Officer Calendar”) and travel with him/her when necessary. I understand the school is responsible for providing transportation to activities. I have also discussed with this candidate’s parent/guardian the travel requirements of the job and we feel that this candidate is capable of traveling unassisted on airlines or we agree to accompany them at our expense when traveling to required events.

We appreciate the valuable role SkillsUSA advisors have in forming our state officer team. The future success of SkillsUSA New Mexico depends upon your ability to recognize leadership skills in your students! Thank you for your support!  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local Advisor’s Signature Date |

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| **Delegate Conduct and Medical Form**  |
| Please follow the link below to access the form <https://skillsusanm.org/wp-content/uploads/2019/11/CTSO_Medical_Conduct_Form.2018-1.pdf> |

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| **Media Release Form** |
| I grant permission to SkillsUSA, New Mexico Association, to use my child’s name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the SkillsUSA New Mexico website or other electronic forms or media.I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.I hereby agree to release, defend, and hold harmless SkillsUSA New Mexico, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.Officer Candidate’s First and Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Legal Guardian’s Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Legal Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Candidate Code of Ethics** |
| As a state officer of a New Mexico Career and Technical Student Organization, I understand and agreeto the following Code of Ethics:* I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco, vape pens (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
* I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
* I will follow all instructions issued by any individual who is responsible for me.
* I will wear the official dress of my organization while representing my organization.
* I will maintain proper dress and good grooming on all occasions.
* I will maintain a cooperative attitude while participating in any official organization activity.
* I will use wholesome language in all speeches and informal conversations.
* I will avoid all places or activities in which my presence could raise questions of my moral integrity and character.
* I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
* I will treat all members equally and not favor one member or officer over another.
* I will behave in a manner which conveys and commands respect without any air of superiority.
* I will maintain dignity while being personable, concerned and interested in fellow members.
* I will abide by all policies and procedures relating to officers and members as indicated in myorganization’s Policies and Procedures Manual and Delegate Guidelines.
* I will abide by all rules and regulations established for my organization.
* I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
* I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
* Students of the opposite sex shall not be permitted to be in the same room unless accompanied by school approved chaperone.
* Sexual conduct, material and/or behavior are prohibited.
* I will observe all curfews established for each activity.
* I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at curfew.
* I will immediately separate myself from any situation in which a violation of this code of ethic has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
* I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, state officer coordinator, school officials and/or Board of Directors.
* As an officer of my CTSO, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these sites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate’s Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian’s Signature Date
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| **Officer Social Media Contract** |
| If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for SkillsUSA New Mexico and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through SkillsUSA social media bases. As an officer, you must read and sign this contract acknowledging the Officer’s Responsibility to use Social Media responsibly and with accountability as a member of the Officer Team. All Officers are required to comply with the following:* Responsibilities
	+ Complete all assigned social media postings and planning in a timely manner
	+ Maintain and reflect the positive professional image of SkillsUSA New Mexico
	+ Interact with all membership on SkillsUSA professional accounts
	+ Post appropriately, respectfully, and thoughtfully
* Tentative Do’s & Don’ts

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| **Do’s** | **Don’ts** |
| Follow SkillsUSA NM social media platforms as well as allow SkillsUSA NM Staff to follow you | Block SkillsUSA NM Staff from viewing your posts |
| Positively interact with membership using professional and encouraging language | Use any derogatory language, remarks, or profanity |
| Keep personal views off of all SkillsUSA Accounts | Express any controversial viewpoints (ex. politics) |
| Immediately remove anything when asked to do so | Involve yourself with alcohol or drugs, including liking and quoting such references. |
| Complete all assigned postings  | Forget and/or ignore your responsibilities |
| Be your professional self and share SkillsUSA news through all social media bases supported by SkillsUSA | Share any account information to those not on the team |
| Think twice before posting or putting yourself in inappropriate positions | Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media |
| Other items may be added at the State Officer Coordinator’s discretion |

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local Advisor Signature Officer Candidate Signature Parent/Guardian Signature |

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| **Conditions of Understanding** |
| We, the candidate, chapter advisor, parents and school administrator, understand that:1. The official term of office will begin immediately following the state conference in which the officer was elected until the end of the following state conference.
2. The officer will meet with the other state officers at a time and place identified by the State Officer Coordinator at the beginning of the official term to plan a program of work.
3. Regular meetings with the State Officer Coordinator and the state officer team will occur throughout the term of office.
4. The officer candidate will adhere to the campaign rules and election procedures as stated in the State Officer handbook.
5. The officer candidate will adhere to the NMAA regulations and policies. This includes a strict no smoking policy. E-cigarettes are included in no smoking policy. (Vape, Juul, etc.)
6. A candidate may be disqualified by a majority vote of the SkillsUSA New Mexico Board of Directors if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
7. Approval for attendance of each individual state officer at SkillsUSA conferences is the total responsibility of the local chapter advisor.
8. The officer will adhere to the State Officer Travel Policy.

**My signature below certifies that I have read and understand the entire SkillsUSA State Officer Candidate Handbook.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Candidate Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Local Chapter Advisor Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Administrator Signature Date |
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| **Officer Reasons for Removal Form** |
| Any officer may be declared “inactive” and/or removed from office in the following situations.***Declaration of “inactive” status and possible removal from officer for:***1. Any state officer who fails to adequately perform the duties of the office will be removed from office.
2. Any state officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Directors.
3. Any state officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A state officer who fails to maintain NMAA requirements shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any state officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the NM Board of Directors prior to the application deadline.

***Immediate and automatic removal from office for:***1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for SkillsUSA NM as well as the State Officer Coordinator.I understand, if removed, I will immediately return all materials purchased by SkillsUSA NM. This includes: state officer uniform, state officer pin, polo’s, etc.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer Candidate Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian Signature****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Local Advisor Signature** |

**College/Post-secondary State Officer Candidate Endorsees**

The credentials for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is the choice of our chapter, are attached. To the best of our knowledge, this individual meets the qualifications for the office of a SkillsUSA state officer and if elected, will receive the enthusiastic support of the school, the chapter, and the advisor in the execution of the duties of the office.

The Department of Education and local school systems operate under guidelines of the Quality Basic Education Act, established in 1986. In order to participate, students must qualify and meet the required criteria according to this law. Travel funds for instructors are not a direct line budget item from the state, but are contained in the FTE formula. More than adequate funds are usually allocated and are earned by the school through FTE accounting procedures. As administrator, I agree to provide travel money for the advisor to carry out the tasks of the office for which the SkillsUSA New Mexico member is a candidate.

During state and national activities, we understand that the state director and leadership team will supervise the state officers. The state director, leadership team and officer’s advisor will coordinate to enable an officer to prepare for contest participation or other requested chapter activities as schedules permit. State officers must commit to participate fully in all the program of work activities.

We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important for both the candidate and their advisor and we are willing to support their needs. We have fully reviewed and understand the SkillsUSA New Mexico state officer candidate information overview, official application, agreement form and other related documentation.

Chapter Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Officer Candidate Addendum**

This form should be completed by members interested in seeking a position as a national officer candidate.

SkillsUSA New Mexico will select no more than **two** **qualified members** to represent our state as national officer candidates. The SkillsUSA Board reserves the right to make the decision if an applicant is qualified to move forward as a national officer candidate. Candidates must fully complete the state officer candidate application and the national officer candidate addendum. In addition to the stated qualification procedures, national officer candidates will also submit the following by **March 1**:

* National Officer Candidate Application (for state director signature)
* National Officer Candidate Platform
* National Officer Candidate Slogan
* National Officer Candidate Poster Design
* Listing of at least three items that will be used as National Officer Candidate Campaign Materials (promotional items)

NOTE: If an approved candidate is elected to a national officer position, they will forfeit any local or state offices held in order to fully commit to the requirements of a national officer.

The local chapter will assume responsibility for the following in support of their student: NLSC airfare, hotel, registration, Leverage registration, meals, clothing and campaign materials. SkillsUSA New Mexico will support the student by providing the following: registration, lodging, meals and materials for state officer training and CTSO Training, selected clothing and other items.

As the local chapter advisor, I agree to support my student in his/her preparations as a national officer candidate if he or she is selected by SkillsUSA New Mexico to represent our state. I understand that the National Officer Candidate Application must be completed and returned to the national office by the deadline and that I am responsible for ensuring that my student meets all obligations of his or her candidacy.

Chapter Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that if I am selected to represent the state as a national officer candidate, that I will fulfill the obligations and responsibilities of seeking office to the best of my abilities.

Candidate’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_