



TEXAS
**BUSINESS
PROFESSIONALS**
of AMERICA

Executive Council Candidate Election Handbook

2025-2026

A Letter to the Student

We are pleased that you are considering becoming an Executive Council Candidate. Being an officer requires leadership skills, maturity, commitment, and a powerful desire to further the goals of our organization. We hope you are up to the task!

Please read carefully through this handbook and **follow all directions**.

You will be running two campaigns. You will first be running to be elected to represent Texas as our Executive Officer Candidate. Once elected as our Texas representative, you will be invited to host a table for a Meet and Greet during our Campaign Rally as well as an opportunity for you to present your speech to our Voting Delegates as you practice for your campaign at NLC.

There is a quick turn around and once elected by Texas, you'll work with the Texas State Advisor to ensure that your packet is ready for online submission to the Executive Council application process.

For the Texas campaign, forms and items will be submitted online to <https://bpa.org/texas/runningforoffice/> Navigate to the Executive Council Link to complete the application and upload all required items.

This handbook provides all the pertinent information concerning eligibility, campaigning, and election procedures which govern the Executive Council election process. **Failure to follow all directions or submission guidelines will result in a disqualification.** We strongly recommend that you review the necessary guidelines with your chapter advisor and your parents. We want all parties involved to be well informed about the process in which you will be participating and the expectations you will be held to.

If you have any questions or concerns, please contact the Officer Elections Committee at OfficerElectionsCommittee@gmail.com.

We assure you that the elected Executive Council Candidates will have a year filled with challenging work, personal growth, and lots of fun. If you choose to run, we know it will be an experience you will never forget.

Good luck!

The Officer Elections Committee

GENERAL INFORMATION

Students interested in becoming an Executive Officer Candidate will have to complete two (2) full election processes. This handbook covers the election process regarding becoming an Executive Council Candidate from Texas. At the Texas State Leadership Conference, candidates' campaign to be an Executive Officer Candidate from Texas. At the State Leadership Conference, two (2) Executive Officer Candidates from the Secondary Division and two (2) Executive Officer Candidates from the Post-Secondary Division will be elected to represent Texas. Those elected candidates will then campaign at the National Leadership Conference and follow all campaigning rules and guidelines listed in the [Executive Officer Candidate Guide](#) as posted on www.bpa.org. **NOTE: There may be items that require information and signature of the State Advisor, these items will be left blank and completed after candidates are elected to represent Texas.**

Each chapter may nominate one (1) student as a candidate for the Regional, State and National levels.

Students may run for Regional, State, and Executive Officer Candidate positions in the same year, but may only hold one office, the first of which they are elected.

The Texas BPA Board of Directors and the Officer Elections Committee oversees the election of Executive Officer Candidates. The committee grades and reviews candidate packets, listens to speeches, evaluates transcripts, facilitates the campaign rally, and conducts interviews. A cumulative score of the packet is kept and if elected to represent Texas, candidates have a chance at campaigning for the following National Executive Offices:

Secondary Division

The Executive Council is composed of six (6) officers who are elected annually at the National Leadership Conference: President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.

Post-Secondary Division

The Executive Council is composed of four (4) officers who are elected annually at the National Leadership Conference: President, Vice-President, Secretary/Treasurer, and Parliamentarian.

EXECUTIVE OFFICER RESPONSIBILITIES

- Attend all events listed for Executive Officers on the Officer Calendar, as well as other events as assigned by the BPA National Office and National Officer Coordinator. If the officer fails to attend the required events, he/she will be removed from office and will be responsible for reimbursing Business Professionals of America for expenses incurred on their behalf.
- Serve as host/hostess of the National Leadership Conference. Duties will include National Leadership Conference pre-planning and conducting the Opening and Award sessions with the National Officer team.
- Perform all assignments and duties as designated by the BPA National Office and National Officer Coordinator.
- Perform all duties, responsibilities and obligations as outlined in the Executive Officer Election Handbook.

CANDIDATE PROCEDURES

Application Qualifications

- Secondary Executive Officer Candidates must be a Sophomore, Junior, or Senior in high school when running for office. Post-Secondary Executive Officer Candidates may be a Freshman, Sophomore, Junior or Senior currently enrolled in Post-Secondary education and in good standing with school administration.
- Have a minimum of a 2.75 grade point average on a 4.0 scale.
- Be an active BPA State and National member in good standing by January 14, 2025.
- Not already holding a BPA office for the 2025-2026 year at the Regional, State or National level.
- Ability to abide by all rules and regulations as set forth by the Executive Officer Election Handbooks, Business Professionals of America, and Business Professionals of America – Texas Association.

Application Process

Texas' Secondary Division can run **two (2)** candidates for Executive Council. Texas' Post-Secondary Division can run **two (2)** candidates for Executive Office. Candidates will not campaign for a specific office but will campaign for the chance to represent Texas as an Executive Council Candidate.

A slate of **two (2)** Secondary and **two (2)** Post-Secondary Executive Council Candidates will be named by completing the required election components accurately and by adding the plurality vote at a set percentage, as stated below. The five (5) components of the election process will be completed virtually prior to the start of the State Leadership Conference. As our Executive Council elections this year are virtual, we will allow all candidates to participate without an elimination round. To ensure the efficiency and effectiveness of the election process, there is a two-step elimination process in the Texas election for Executive Council candidates.

Section 1 (conducted virtually prior to February 10, 2024)

Officer Election Packet (scored by the Officer Elections Committee)	25%
Virtual Interview Questions (conducted online by the Officer Elections Committee)	25%
Candidate Test (administered online by the Officer Elections Committee)	10%
Recorded Candidate Speech (evaluated by the Officer Elections Committee)	10%

Section 2 (conducted virtually February 17-19, 2025)

Campaign Rally (votes cast by Voting Delegates)	30%
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The scoring rubrics the Officer Elections Committee uses for the Election Packet, Interview, and Speech portions are provided in this handbook to allow candidates to become aware of what the committee is looking for.

Executive Council Candidates will be announced and posted online on February 14, 2025. The Executive Council Candidates' Professional Photo, 100 Word Statement, Social Media Responses and Speeches will be posted on the Texas BPA website for all members to see.

The two (2) Secondary and two (2) Post-Secondary Executive Officer Candidates selected to represent Texas will be invited to the State Leadership Conference. Candidates are allowed one campaign manager to assist in the Meet and Greet at SLC and to assist in their national campaign.

Packet Submission

All Executive Officer Candidates will be expected to submit the Officer Election Packet by **January 31, 2025 at 11:59 p.m. CST** via the [Officer Candidate Packet Submission Form](#) located at the bottom of the Running for Officer page on the Texas BPA website at the following web address bpa.org/texas/runningforoffice/.

The Officer Election Packet must include the following items that must be typed:

- **Executive Council Candidate Application** – This form will provide the State Advisor and Executive Council Coordinator with very important contact information that will be needed if the candidate is elected
- **Professional Color Photo** – Picture should be saved in a .JPG format, for media purposes. Please attach .JPG separate from officer packet documents. Keep in mind that this picture will be displayed on the big screen. A very small picture could become blurry and pixelated when stretched.
- **Letter of Application** – This letter must be addressed to “Officer Elections Committee.” In this letter, you will have the opportunity to explain your reason(s) for running for office and your qualifications. Must follow Style and Reference Manual guidelines.
- **Official 100 Word Statement** – This statement should explain what goals/ideas/abilities you as the candidate will bring to Business Professionals of America, if elected.
- **Social Media Responses (1-6)** – These responses will be posted prior to the State Leadership Conference to allow student members to learn more about you and your platform.
- **Unofficial High School or Collegiate Transcript** – Please include a scanned copy of your unofficial transcript. You will need to turn in an official transcript with the Executive Council application if you are selected.
- **Résumé** – Must be typed.
- **Chater Advisor Letter of Recommendation** – Must be from and signed by the candidate's BPA advisor.
- **Media Release Form** – This form will give our webmaster the permission to upload your picture to our website, if necessary. It must have all required signatures.
- **Academic Honesty Form** – This form is assurance that no candidate will participate in any form of academic dishonesty while taking the Officer Elections Test. It must have all required signatures.
- **Officer Social Media Policy** – Must have all required signatures
- **Officer Code of Ethics** – Must have all required signatures

Please Note: Packets must be submitted by the designated deadline. Packets that do not meet the deadline will not be accepted. **No exceptions will be made.** It is strongly encouraged to not wait until the last minute in case of email, internet, or other technical difficulties. If no confirmation message is received on the webpage, it is the responsibility of the candidate to contact the Officer Elections Committee via email at OfficerElectionsCommittee@gmail.com for verification. The committee will not be held responsible for any missing items in the packet, missing signatures, submitting outdated paperwork, any technical difficulties, or for packets sent to the wrong address.

Officer Candidate Interview

All Executive Council Candidates will participate in the Officer Candidate Interview, which is a component of their Section 1 score. Interviews will be conducted virtually by the Officer Elections Committee on **Sunday, February 9, 2025**. Candidates will be contacted via email on how the interview will be conducted. Candidates will need access to a webcam and a reliable internet connection.

A scoring rubric is provided in this handbook for reference.

Officer Candidate Test

All Executive Council Candidates will participate in the Officer Candidate Test, which is a component of their Section 1 score. The test will be administered online **between February 3 and February 7, 2025**. Candidates will be contacted via email with instructions and the timeframe in which the test must be completed.

Officer Candidates should be knowledgeable in all aspects of the organization. Each officer should be able to answer questions concerning the structure, purpose, history, and members of leadership for both Texas BPA and Business Professionals of America as a whole. Every officer candidate should be able to recite the Pledge as well as the Vision and Mission Statements of Business Professionals of America. Candidates are encouraged to study information provided on both the Texas BPA website (www.bpa.org/texas) and the National Merit Scholar study guide.

The test will be restricted to a **thirty (30)** minute time limit. Any unethical behaviors or cheating during the test will not be tolerated, are strictly forbidden, and are cause for immediate disqualification of the candidate. Attached is an Academic Honesty form. This form must be submitted with all required signatures.

If the candidate requires any accommodations, they will be met by the Officer Election Committee as long as proper documentation is received in a timely manner.

Pre-recorded Candidate Speeches

Candidates will pre-record their campaign speech and submit along with your application by **11:59 PM CST on January 31, 2025** online as part of the application process. The candidates must write their speech based on the following guidelines:

1. Candidates will be given no more than two (2) minutes to speak, notecards will be allowed
2. Speeches should NOT mention the candidate's hometown or school
3. No props, costumes, demonstrations, skits or visual aids will be allowed during a speech
4. Speeches should NOT act out any skits, productions, excessive gestures, etc.

Inappropriate speeches, as determined by the Officer Elections Committee, are cause for immediate disqualification. Speeches are to be submitted online as part of the officer application process. Speeches will be share online with the voting delates to assist them in choosing their candidates.

Executive Council Candidates elected to represent Texas will be invited to give their speeches during the Second General Session at the State Leadership Conference. The candidate will be introduced by either their campaign manager or the presiding Texas Association President. Speeches presented during this session will be presented in random order.

Online Voting

Once all applications have been reviewed, all Executive Council Candidate information will be posted on the Texas BPA website for all members to review. Chapter advisors will be emailed their chapter login credentials on the morning of February 17, 2025. Each chapter will be allowed two (2) votes to select the Texas Executive Council Candidates.

The voting portal will open at **12:00 pm CST on February 17, 2025** and will close at **6:00 pm CST on February 19, 2025**.

The top **two (2)** Secondary and top **two (2)** Post Secondary Texas Executive Council Candidates will be announced **February 21, 2025**.

Campaign Rally

Executive Council Candidates and campaign managers will be allowed in the Campaign Rally first. Voting Delegates will be allowed to enter the Campaign Rally second and will submit their voting ballots. Each chapter will have two (2) voting delegates. All other members and advisors will be allowed into the Campaign Rally at a designated time after all votes have been cast.

The Campaign Rally is the only time allowed for an Executive Council Candidate to campaign. **At no other point during the State Leadership Conference will campaigning be allowed.** Soliciting votes at a time other than the Campaign Rally will result in the Executive Council Candidate's disqualification; this includes, but is not limited to, wearing badges, buttons, t-shirts, stickers, Snapchat filters, and flyers. Campaigning via social media, or around the conference before the rally is prohibited and will result in disqualification.

INSTALLATION OF EXECUTIVE COUNCIL CANDIDATES

Newly elected Executive Council Candidates will be announced **February 21, 2025**, after the online election and installed at the beginning of the Secondary Awards Ceremony at the end of the State Leadership Conference. It is mandatory for all Executive Council Candidates to be present at the Awards Ceremony.

Elected Executive Council Candidates will be under the direction of the Texas State Advisor.

Elected candidates will follow guidelines and procedures listed in the National Officer Handbook (which governs the election procedures at the National Leadership Conference) and will work with the State Advisor to complete the required paperwork to represent Texas at Nationals. Contact the State Advisor, Diana Weber, at mrsweberbpa@gmail.com for more information about the process.

NATIONAL OFFICER CANDIDATE EXPENSES

Executive Council Expenses are paid according to Executive Council Guidelines. The State Association does not provide funds for Executive Council Officers nor Executive Council Candidates' campaign

OFFICER CANDIDATE REFERENCES

Scoring Rubrics

The following rubrics are for the Executive Council Candidates to get a feel for what they are being evaluated on. The Officer Elections Committee uses rubrics to evaluate each Executive Council Candidate on his/her academics/participation and speech.

Officer Candidate Review of Academics and Participation

Committee members will use the candidate's résumé, transcript, 100-word statement, cover letter, and letter of recommendation to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Experiences:					
<ul style="list-style-type: none"> • Responsibility • Teamwork • Leadership 	1 – 3	4 – 6	7 – 8	9 – 10	
Involvement:					
<ul style="list-style-type: none"> • In BPA • Outside of BPA 	1 – 3	4 – 6	7 – 8	9 – 10	
Scholastics:					
<ul style="list-style-type: none"> • Academic Excellence • Shows Improvement • Course Load • Proper résumé Format 	1 – 3	4 – 6	7 – 8	9 – 10	
Other:					
<ul style="list-style-type: none"> • Reason for Running • Goal Orientation 	1 – 3	4 – 6	7 – 8	9 – 10	
Total Points (110 Maximum)					

Pre-recorded Speech

Committee members will use the candidate's speech to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Speaking Skills:					
<ul style="list-style-type: none"> • Public Speaking • Confidence in front of a group • Knowledge of Speech • Content of Speech • Stayed within time limit 	1 – 3	4 – 6	7 – 8	9 – 10	
Penalty:					
<ul style="list-style-type: none"> • Mentioned school/hometown • Inappropriate campaign manager introduction • Gestures acts or anything deemed inappropriate by Officer Election Committee 	-5				
Total Points (40 Maximum)					

Officer Candidate Interview

Committee members will use the candidate's virtual interview to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Applicant's Greeting: <ul style="list-style-type: none"> • Proper Introduction • Positive First Impression 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Applicant's Appearance: <ul style="list-style-type: none"> • Neat, well groomed • Appropriately attired 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Personality and Poise: <ul style="list-style-type: none"> • Positive, Courteous, and Confident • Good posture, gestures, and eye contact 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Communication Skills: <ul style="list-style-type: none"> • Proper Grammar • Pleasant voice and tone 	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Responses: <ul style="list-style-type: none"> • Responded with appropriate answers • Demonstrated knowledge of BPA and potential position • Demonstrated initiative and enthusiasm • Ability to think on their feet 	1 – 3 1 – 3 1 – 3 1 – 3	4 – 6 4 – 6 4 – 6 4 – 6	7 – 8 7 – 8 7 – 8 7 – 8	9 – 10 9 – 10 9 – 10 9 – 10	
Close of Interview: <ul style="list-style-type: none"> • Concluded interview effectively 	1 – 3	4 – 6	7 – 8	9 – 10	
Total Points (130 Maximum)					

EXECUTIVE COUNCIL CANDIDATE CHECK LIST

Executive Council Candidates will be expected to submit the completed Officer Election Packet by the set deadline. Submissions will be made via the [Officer Candidate Packet Submission Form](#) located at the bottom of the Running for Officer page on the Texas BPA website at the following web address bpa.org/texas/runningforoffice/. The deadline is **Friday, January 31, 2023 at 11:59 pm CST**. Please send all documents together TYPED as one packet in a PDF format unless otherwise indicated.

The Officer Election Packet should include:

- Forms included from the Executive Council Guide
 - Executive Council Candidate Information Form
 - Executive Council Candidate Nomination Form
 - Social Media Policy
 - Academic Honesty Form
 - Officer Code of Ethics
 - Media Release Form
- Documents produced by the Candidate
 - **Unofficial** High School/Collegiate Transcript
 - Candidate Letter of Application
 - Letter of Recommendation (from advisor)
 - Résumé
 - 100 Word Statement
 - Digital Photo of Candidate (attached as a .JPG)
 - Two (2) minute Pre-recorded Speech
 - 30-second Recorded Video Link
 - Social Media Responses (1-6)

Executive Council Candidate Deadlines

- **January 31, 2025**
 - Officer Election Packet due by 11:59pm CST
- **February 3-7, 2025**
 - Test will be administered
- **February 9, 2025**
 - Interviews will be conducted
- **February 14, 2025**
 - All Executive Council Candidates information posted online
- **February 17-19, 2025**
 - Online Voting Portal will be open
- **February 21, 2025**
 - Executive Council Candidate Election Results Announced
- **February 28, 2025**
 - Candidate Speeches and Campaign Rally at SLC
- **March 1, 2025**
 - Officer Installation during Secondary/Post-Secondary Awards Session
- **March 7, 2025**
 - Deadline for Executive Council Candidate materials upload to National portal