

Chapter Officer Election Process

1. Candidates **MUST** go through the outlined officer selection process.
 - a. Fill out the required application, obtain proper signatures and submit all on time.
 - b. Take a test on the FFA manual. (When applicable)
 - c. The general membership will vote on the team at the April meeting or when able.
 - d. The new Chapter FFA Officers will be inducted and seated at the beginning of the next school year.
2. The ballot will read "President & Vice President" with all those eligible listed and then "other offices" for all other candidates.
3. If any ties are incurred, an interview will take place with a minimum of 2 interviewers.
4. In the case of an election because of an officer resignation, the current Chapter FFA Officer team and the FFA advisors will nominate a candidate, except in the case of resignation of the president or vice president. In the event the president or vice president resigns, the vice president will assume the office of president, the secretary will assume the office of vice president and an appointment will be made to fill the office of secretary.

If application is submitted by video criteria will be ranked on verbal contributions.

Officer Application Rubric

Criteria	Excellent (5)	Above Average (4-2)	Average (1-0)	Weight	Total
Grammar & Punctuation	Professionally written with black ink. All complete sentences with proper capitalization & punctuation. Legible cursive or print	Somewhat professionally written with blue or black ink. Most sentences are complete Most capitalization & punctuation is correct. Handwriting is mostly legible.	Written with pencil or "colored" pen. Incomplete sentences. Improper capitalization and punctuation	X 2	_____

General Questions	All answers are completed with specifics	Most answers are completed with specifics	Not all questions were completed	X 1	_____
Experience Questions	~Answers were organized and easy to follow, language was appropriate, and had excellent closure.	~Answers appeared to be organized and easy to follow, language was appropriate, good closure.	~Answers were not very well organized or easy to follow.	X 2	_____
Leadership Questions	~Answers consisted of important and appropriate subject matter that related to the question asked.	~Answers were questionable and/or somewhat related to the question asked.	~Answers consisted of subject matter that did not relate to the question asked or were not appropriate.	X 2	_____
Statement of Intent	Minimum 250 words. Well organized. Answered questions with depth and experience.	Minimum 250 words. Easy to follow. Question was answered briefly and to the point.	Less than 250 words. Question was not answered appropriately.	X3	
General Effect	~This candidate would represent FFA extremely well.	~This candidate would represent FFA well.	~This candidate would not be a good representative of the FFA.	X 1	_____
			Total		_____ / 70

Criteria	Excellent (5)	Above Average (4-2)	Average (1-0)	Weight	Total
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Official Dress and Grooming	~Business-like black pants/skirt, black shoes, white shirt or blouse, official tie/scarf, black socks, nylons, and jacket zipped to the top. ~No more than three medals are on the jacket. ~Makeup and other accessories are not excessive.	~All of the official dress in place with the exception of one or two items. ~Applicant is neat and well groomed. ~More than three medals are on the jacket. ~Makeup and other accessories are not excessive.	~All of the official dress in place with the exception of two or more items. ~Excessive makeup and/or other accessories. ~More than three medals are on the jacket.	X 1	-
Poise	~Candidate had excellent poise, body posture, good attitude, confidence, and was at ease before the committee.	~Candidate had good poise, body posture, attitude, confidence and ease before the committee.	~Candidate had average poise, body posture, attitude, confidence and seemed comfortable with judges.	X 1	-
Delivery of Answers	~Answers were organized and easy to follow, language was appropriate, and had	~Answers appeared to be organized and easy to follow, language was appropriate, good closure.	~Answers were not very well organized or easy to follow.	X 2	-

	excellent closure.				
Content of Answers	~Answers consisted of important and appropriate subject matter that related to the question asked.	~Answers were questionable and/or somewhat related to the question asked.	~Answers consisted of subject matter that did not relate to the question asked or were not appropriate.	X 2	-
General Effect	~This candidate would represent FFA extremely well.	~This candidate would represent FFA well.	~This candidate would not be a good representative of the FFA.	X 1	-
			Total		/ 35

Officer Interview Rubric

Officer Code of Conduct

It is both a privilege and responsibility to be elected an officer of the HCT FFA Chapter. The following guidelines are written to help you approach the year with a clear understanding of what is expected.

All Officers Are Expected to:

1. Observe both the FFA Code of Ethics, as printed in the Official FFA Manual and the Haleyville High School Student Handbook.
2. Strictly forego any use of alcohol, tobacco, drugs and profanity, on school property or at FFA events.
3. Maintain a professional relationship at all times with other officers, teachers and administrators.

4. Maintain high academic achievement by carrying a minimum 2.0 GPA at all times.
5. Follow instructions given by the FFA advisors and other high school faculty.
6. Be willing to make the HCT FFA chapter your first priority for the coming year.
7. Be punctual and prepared for all assignments and activities.
8. Avoid places and/or activities that, in any way, raise questions as to your moral character.
9. Accept suggestions, feedback, and criticism in a mature way.
10. Follow accepted standards of behavior and etiquette in public places.
11. Observe all of the above guidelines in all areas of life for the coming year. You represent this chapter 24 hours a day, 365 days a year.
12. Complete all assigned officer tasks by appropriate deadlines and make every effort to assist the other members of the team with their assignments.
13. Participate in two of the following: CDE's, LDE's, speaking events
14. Participate in all fundraising activities
15. Attend District, Area, and State Convention
16. Attend District Leadership camp
17. President, Vice, Treasurer, & Secretary will attend Area Leadership camp in June
18. A genuine desire to be part of a leadership team
19. A willingness to accept responsibility
20. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals
21. A commitment to lead by example
22. Knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs
23. A working knowledge of parliamentary procedure
24. The ability to memorize official ceremonies
25. Maintain an SAE and record in AET

Furthermore, it is Recommended that All Officers:

1. Refrain from speaking negatively about anyone.
2. Refrain from reckless operation of motor vehicles, including speeding.
3. Plan ahead to be in attendance at all chapter activities. Notify the advisors as soon as possible if you will not be able to attend.
4. Keep your advisors informed of any problems you encounter or mistakes you make.
5. Become knowledgeable about agriculture, agribusiness, agricultural education and the FFA.

6. Attempt, through preparation and practice, to develop yourself into an effective public speaker.
7. Be prompt and consistent in completing all assignments.
8. Periodically evaluate your personality and attitudes, making every effort to improve yourself.
9. Maintain and protect your health.
10. Treat **ALL** FFA members equally, not favoring one over another.
11. Behave in a manner that conveys and commands respect.
12. Maintain dignity while being personable, concerned and interested in the people around you.
13. Serve as a member of the team, always maintaining a cooperative attitude.

In the event an officer has a problem following these guidelines:

1. The advisors shall meet with the officer in question privately and discuss the situation.
2. If the officer continues to display problems meeting the requirements of this agreement, a written notice will be sent to the officer, the officer's parents, and the high school administration. At that time, a meeting will be held between the advisors, officer and parents to resolve the situation.
3. If problems continue, a meeting, including an administrator, will be arranged to discuss dismissal, or the officer's resignation.

In the event an officer no longer wishes to serve as an officer:

1. The officer shall submit an official letter of resignation stating their reason for vacating their duties to the advisors or Chapter President.
2. The advisors shall meet with the officer in question privately and discuss their intent and the situation.
3. The officer team will be presented with the request for resignation and will decide as a team how to divide the remaining responsibilities from the vacated position.
4. If the officer in question wishes to be reinstated to their office, they shall submit a letter of intent to the Chapter President and the officer team will have full power to accept or deny reinstatement in a private meeting with the advisors.

Discipline Guidelines

All Chapter FFA Officers will be placed on behavior contracts for any of the offenses listed below. The Chapter Officer is allowed two chances to improve their behavior, with the third offense resulting in removal from the team.

Offenses:

- Not abiding by the FFA Code of Ethics or Code of Conduct.
- Unexcused absences: Anything but an illness or family emergency.
- Receiving discipline referrals from school administration or faculty/staff.

Offenses could result in the immediate removal from Chapter Officer Team:

- Use and/or possession of alcohol or drugs.
- Use and/or possession of tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons.
- Defiance of school faculty and/or staff.
- Two grading periods below a 2.0 GPA.
- Fighting.
- Receiving school discipline referrals.

The parent and/or officer have the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel consisting of an administrator, advisors, officer's counselor, and one other teacher. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the hearing panel will be final.