OKLAHOMA BUSINESS PROFESSIONALS of AMERICA

State Executive Council Election Handbook

2026 – 2027

For candidates seeking to serve on the 2027-2028 Oklahoma BPA State Executive Council

IMPORTANT AND REQUIRED DATES 2027 - 2028

Below is a list of events and meetings that State Executive Council members are required to attend. You must review all dates carefully and confirm that you have no conflicts before completing and submitting your application to run for State Executive Council. Failure to attend any required event may result in removal from office. Exceptions due to emergency situations or rare extenuating circumstances will be considered on a case-by-case basis and must be approved by the Oklahoma BPA State Advisor.

Attendance at the BPA National Leadership Conference (NLC) is encouraged; however, it is not a required event because Oklahoma BPA does not provide funding for travel, lodging, registration, or other related expenses

Date	Event	Location
January 8, 2027	Final Deadline for SEC Application	Online
January 20, 2027	SEC Candidate Screening Day	Stillwater, OK
March 8-10, 2027	BPA State Leadership Conference	Tulsa, OK
April 14-15, 2027	BPA SEC Orientation | Training	Stillwater, OK
May 5-9, 2027	BPA National Leadership Conference	Denver, CO
June 2-4, 2027	CareerTech University (CTU)	Wagoner, OK
August 25, 2027	SEC Monthly Meeting	Stillwater, OK
September 22, 2027	SEC FLC Planning Meeting	Stillwater, OK
October 3-4, 2027	BPA Fall Leadership Conference	Norman, OK
December 15, 2027	SEC Monthly Meeting	Stillwater, OK
January 19, 2028	SEC Monthly Meeting	Stillwater, OK
February 16, 2028	SEC Monthly Meeting	Stillwater, OK
March 5-8, 2028	BPA State Leadership Conference	Tulsa, OK

Welcome and Introduction

Thank you for your interest in serving as a State Officer for Oklahoma Business Professionals of America (BPA). Your decision to pursue this opportunity demonstrates leadership, initiative, and a passion for making a difference in the lives of others. Serving as a state officer is a rewarding and transformative experience that requires commitment, integrity, and a strong work ethic. State officers are the face and voice of our organization who lead by example, inspire members, and represent BPA at the local, state, and national levels. We are excited that you are considering this important step in your leadership journey, and we encourage you to approach the process with enthusiasm, humility, and a dedication to excellence.

A Message to Local Chapter Advisors

Local chapter advisors play a critical role in the success of state officer candidates and the overall effectiveness of the BPA State Officer Team. Your support, guidance, and encouragement are essential not only during the application and campaign process, but throughout the entire term of office if your student is elected. Advisors are expected to help prepare their candidates for the responsibilities of leadership, ensure they meet all deadlines and expectations, and continue serving as a mentor and advocate throughout the year. We deeply value the commitment of our advisors and recognize that strong support is key to a successful officer experience for both the student and the organization.

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the Oklahoma BPA State Executive Council election process for prospective State Executive Council candidates and local chapters at the State Leadership Conference (SLC). **It is the sole responsibility of each candidate to thoroughly review, understand, and adhere to all policies and procedures outlined in this handbook.** Failure to comply with these guidelines may result in disqualification.

Oklahoma BPA By-Laws

Information in this handbook for all divisions is based on the *Oklahoma Business Professionals of America Bylaws*, which can be found at: https://www.bpaok.org/run-for-executive-council.

State Executive Council

State officers are known collectively as the "State Executive Council." They are the student representatives for the entire state association. They represent our state association at various conferences and meetings throughout the state during their term of office.

Structure

The State Executive Council is comprised of eight (8) positions designated as follows:

- One (1) *Middle-Level Representative* receiving the most votes at the annual Middle Level SLC Day hosted at ODCTE in Stillwater, OK. The *Middle-Level Representative* will be announced during the Grand Awards Session at the annual State Leadership Conference.
- Six (6) elected positions at the annual State Leadership Conference (secondary or post-secondary): *President, Two (2) Vice-Presidents*, *Secretary, Reporter*, and *Historian*
- One (1) *Parliamentarian* (secondary or post-secondary) appointed by the Oklahoma State Advisor, based on the candidate that scores highest on the (291) Parliamentary Procedures Concepts-Open online exam

State Executive Council Duties

The elected and appointed officers shall perform all duties outlined in the *Oklahoma Business Professionals of America Bylaws*. Please ensure that you carefully review all these duties and are willing to accept other duties as assigned by the executive council or designated State Advisor for Oklahoma Business Professionals of America.

State Executive Council Responsibilities

BPA State Executive Council members are held to a very high standard and must comply with all policies and procedures outlined by Oklahoma BPA, and the State Advisor for Oklahoma BPA. **Failure to comply with all responsibilities will be cause for removal**.

Many of these responsibilities include, but are not limited to the following:

- Attend CareerTech University (CTU) for leadership training (*Middle-Level Representative* not required to attend)
    - Failure to attend is cause for removal from office
- Attend ALL scheduled meetings, FLC, SLC, and be on time
    - Refer to the Important & Required Dates specific to your term
    - Failure to attend is cause for removal from office
- Provide guidance, leadership, and inspiration to all members
- Represent the views of the membership, not those of the individual officer
- Maintain timely and professional correspondence with typed, proper style communications
- Set an example for members by participating in state and national BPA programs
- Obtain the state level of the Torch Awards Program during SEC term
- Send out monthly Buddy Chapter Emails
- Attend chapter visits when requested
- Respond to ALL e-mail communications within 24 hours
- Be able to provide monthly activity reports regarding official BPA activities
- Wear the organization's official blazer & uniform when representing Oklahoma BPA
- Meet all SEC responsibilities without compromising academic success

- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate (other than at NLC)
- Notify the state advisor or designee and the division of Business, Marketing, & Information Technology Education immediately of circumstances that prevent carrying out of any assignment
- Be available to represent the organization as requested and approved by the state advisor or designee and the division of Business, Marketing & Information Technology Education
- Abide by the State Executive Council Code of Ethics as established by Oklahoma BPA

Eligibility Requirements

All potential middle level, secondary, and post-secondary student members applying to become a candidate for Oklahoma BPA State Executive Council must meet all the qualifications outlined below.

Membership

The student must be a current, dues-paid, active member in good standing at both the local, state and national levels.

Academics

The student must be enrolled in a business technology related course and remain a resident of Oklahoma throughout their term in office. The student must have a cumulative 3.0 grade average based on a 4.0 scale (official school transcript or progress report required). If elected, the student must maintain a cumulative GPA of at least 3.0 as well as not having a term GPA below 3.0. Documentation may be requested by the State Advisor to ensure that the student maintains the GPA requirement throughout their term. Failure to maintain this GPA requirement will result in the removal from office.

Recommendation from Local Chapter Advisor and Administration

(Middle-Level and Secondary Divisions) The student must be recommended by both their local chapter advisor and local school administration (Superintendent, Principal, Campus Director, Assistant Campus Director, etc.). Secondary division members attending a technology center must receive approval to run from both their sending school and technology center administration. This is to ensure that all parties are aware of the number of excused absences should the applicant be elected to State Executive Council.
(Post-Secondary Division) The student must be recommended by both their local chapter advisor and local school administration (Superintendent, Campus Director, Assistant Campus Director, etc.). If the student is from a 2- or 4-year post-secondary institution without a chartered BPA chapter, they must be endorsed by the State Advisor for Oklahoma BPA.

Application Materials to be Provided by Applicant

- **Cover Letter** – Should be addressed to the Oklahoma BPA State Advisor, Mr. Mark Burch and include the applicant's reasons for wanting to run for State Executive Council (convert to PDF)

- **Applicant's Professional Resume** – One-page maximum length, typed on 8 ½ x 11-inch paper and converted to PDF
- **Local BPA Chapter Advisor Letter of Recommendation** (convert to PDF)
- **Your Local School Administrator Letter of Recommendation** (convert to PDF)
- **Applicant's 200 Word Statement** – These 200-word or less statements will be posted on the OK BPA website prior to SLC for review by members including voting delegates. No specific office may be mentioned unless applicant designated to run for Middle-Level Representative or Parliamentarian position (convert to PDF)
- **Color Photograph in Professional Dress** (Official BPA Dress not required) The photo should be in portrait orientation, PNG or JPEG format, 1000 x 1500 pixels, and have good lighting
- **Social Media Responses** – Will be completed online to be posted on BPA social media accounts prior to SLC

Application Procedures

Applicants do not declare or run for a specific officer position. The one (1) Middle-Level Representative candidate receiving the most votes at Middle Level SLC Day will fill the Middle-Level Representative position. The six (6) candidates receiving a majority vote at SLC will be assigned to specific offices by the Oklahoma BPA State Advisor based on candidate strengths, interview performance, leadership experience, and organizational needs. The Parliamentarian is appointed based on the applicant that scores highest on the (291) Parliamentary Procedures Concepts-Open online objective exam.

Applicants will complete all information and upload all required documentation online at: https://www.surveymonkey.com/r/NV866X3

The deadline for submitting applications is **January 8, 2027**. No late applications will be accepted.
For additional questions or assistance contact Oklahoma BPA State Advisor, Mark Burch at mark.burch@careertech.ok.gov or (405) 743 – 5121.

Application Review

Each application will be carefully reviewed for accuracy and completeness.
Applicants who submit handwritten, incomplete, or late applications **WILL NOT** be allowed to participate in screening day activities.

Notification of Eligibility

All applicants will receive notification from Oklahoma BPA via email concerning the status of their application for State Executive Council Screening Day. Notification will be made by the State Advisor directly to the applicant and their local advisor via email. Notification and invitation to attend the candidate screening will be made by **January 10, 2027**.

Following notification of eligibility, the applicant will:

- Again, thoroughly review all information contained within this handbook
- Prepare campaign materials, including speech
- Prepare a campaign expense report for ALL campaign materials
- Attend Officer Candidate Screening at the Oklahoma Department of Career and Technology Education in Stillwater, OK

State Executive Council Screening Day

The screening process is a multifaceted evaluation of the applicant's potential ability to serve Oklahoma BPA. Applicants will be evaluated quantitatively and qualitatively based on all the elements outlined below. To qualify as an official candidate, applicants MUST achieve a minimum score of 70 on the Oklahoma BPA Knowledge Exam and a minimum of 200 points of a possible 250 on all other screening elements outlined below.

Application (100 points)

Applications must be complete, accurate, grammatically correct, and professional. In preparation for the Campaign Rally at the BPA State Leadership Conference for secondary/post-secondary candidates and the Middle-Level SLC Day for Middle-Level Representative candidates, each applicant shall bring their proposed campaign budget with sample items or pictures of the items to screening. The maximum amount that can be spent on campaign materials is $150.00. Any modifications to campaign budgets or materials must be submitted and approved by the BPA State Advisor at least one full week prior to Middle-Level SLC Day for Middle-Level Representative candidates or the annual State Leadership Conference for all other candidates.

Panel Interview (100 points)

A professional committee of 3-4 qualified individuals appointed by the Oklahoma BPA State Advisor will rank and score applicants based on their response to interview questions and overall performance.

Script Reading (50 points)

A sample script will be provided during the panel interview. This will gauge each applicant's ability to read a script in front of a group. Scripts will NOT be provided in advance of screening day.

OK BPA Knowledge Test (100 points)

Applicant's knowledge will be tested over all things BPA. Topics will include competitive events, Torch Awards, BPA Cares, leadership, parliamentary procedure, and professionalism. Applicants must make a minimum score of 70 to advance as an official candidate. Recommended study materials include:

- Oklahoma BPA Bylaws
- Oklahoma BPA and National BPA Websites
- Roberts Rules of Order, Newly Revised

Notification of Official Candidacy

Applicants and their local advisor will be notified within one week following BPA State Officer Screening Day regarding their status as an official candidate for State Executive Council. Official candidates are those that have scored a minimum of 70 on the Oklahoma BPA Knowledge Exam and received at least 200 points from the following:

- Completed Application (free of errors) – 100 points
- Panel Interview – 100 points
- Cold Script Reading – 50 points

Upon notification of official candidacy, the candidate should start to prepare for the annual State Leadership Conference or Middle-Level SLC Day.

Campaign Regulations

Pre-Approval of Campaign Materials

All campaign materials and handouts, along with an itemized budget, were submitted during Screening Day. Any modifications to campaign budgets or materials must be submitted and approved by the BPA State Advisor at least one full week prior to SLC for secondary/post-secondary candidates, and at least one full week prior to the Middle-Level SLC Day for Middle-Level Representative candidates.

Responsibility

The candidate, his or her campaign manager, local chapter voting delegates, members and advisors must observe all campaign regulations. Failure to adhere to campaign regulations may result in disqualification.

Campaign Manager (Not Required, but Strongly Encouraged)

- The campaign manager must be a current, paid, active member in good standing, of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must adhere to all policies, procedures, and ethical standards outlined in this handbook, ensuring that all campaign activities remain in full compliance with BPA guidelines.

Budget

A maximum of $150.00 may be spent on campaign materials. This amount is based on fair market value and must be listed on an applicant's itemized budget.

Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report but will not be an expense item.

Printed copies shall be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as $0.10 for 4x6, $0.25 for wallet, $0.60 for 5x7, and $2.50 for 8x10 for each picture used. Other sizes will be listed by market value.

The candidate or campaign manager shall ensure an itemized statement of all campaign expenses are visible at their booth at Middle Level SLC Day or State Leadership Conference. All donated materials must be included on the itemized list of expenses, at the fair market value.

- No gum, stickers, or other adhesives will be allowed for campaigning.
- No food, other than commercially pre-packaged, individually wrapped, single serving candy/snacks will be allowed.
- No beverages, other than commercially sealed, bottled water will be allowed.

Campaigning Prior to SLC or Middle-Level Day

- No campaigning is allowed prior to the opening of the Campaign Rally booths at State Leadership Conference. Responses to social media questions will be posted to social media source(s) by Oklahoma BPA prior to SLC. At that time, candidates and campaign managers may also utilize X, Facebook, and Instagram social media sources to announce candidacy. No other campaigning is allowed prior to SLC.
- Candidates or representatives of their campaigns may not contact any other chapter or the members of any other chapter at their school or home.
- Absolutely no literature announcing a student's candidacy or related to the candidate is to be mailed to other chapters or members.
- The candidate's own chapter is the only exception but is limited to verbal announcement.

Campaigning On-Site at SLC or Middle-Level Day

- No campaigning may be conducted prior to the opening of the Campaign Rally booths at the State Leadership Conference.
- Campaign materials may only be distributed during the time of the Campaign Rally.
- Campaign materials cannot be distributed outside of the candidate's booth area. All materials will be restricted to a 6x5 foot area, including a provided table.
- Candidates must always remain in their assigned 6x5 area while campaigning.
- Candidates must always wear their official SLC nametag and identification ribbons during conference activities.
- Candidates are responsible for cleaning up all campaign materials.

Campaign Speech

- Campaign speeches shall be limited to a maximum of one (1) minute.
- The candidate will give an individual statement of qualifications and their platform.
- Candidates may not refer to any office by name.
- The use of skits, props, costumes, demonstrations, or the assistance of another person is/are not allowed.

- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience responses.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.
- Middle-Level Representative candidates will give their speech at Middle-Level SLC Day.

Officer Election Grievance Policy

- Grievances may be filed by any local chapter advisor.
- The Grievance Form (available at https://www.bpaok.org/run-for-executive-council) must be completed and submitted to the State Advisor by the local chapter advisor or designee no later than one (1) hour after the incident.
- Grievances concerning campaign procedures will be handled by the Grievance Committee, which is composed of the State Advisor, State Election Coordinator, and appointed member without any conflict of interest. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
- The candidate, local advisor, and local administration (if present) will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.

Parliamentarian Guidelines

- Applicants who wish to be considered for the appointed office of Parliamentarian must select "Parliamentarian" on the State Executive Council Application. Since the State Advisor appoints this position, applicants that apply for State Parliamentarian are not eligible for an elected officer position.
- Parliamentarian applicants will follow all processes at the Screening Day outside of campaign materials, as they do not participate in the Campaign Rally. **In addition, the Parliamentarian candidates must take the online (291) Parliamentary Procedure Concepts-Open exam on-site at State Executive Council screening day.**

Post-Secondary Guidelines

Students who are seniors applying for a post-secondary executive council position must be an active member of a BPA chapter. If the post-secondary institution the student will be attending does not have a chartered BPA chapter, the student will become a paying member of the Oklahoma Virtual Post-Secondary BPA Chapter and under the supervision of the previous local advisor and/or the Oklahoma BPA State Advisor.

Election Information

Voting Delegate Allocation

Each local chapter in good standing with up to 50 members shall be entitled to send two (2) voting delegates, who shall be chosen from the active members to the State Leadership Conference. For each additional (50) members, chapters will be allocated one (1) additional voting delegate. **Candidates and their Campaign Managers may not serve as voting delegates during the business meeting at SLC**.

Voting Delegate Responsibilities

Voting Delegates play an important and vital role in the election of the State Executive Council. Therefore, it is crucial that all voting delegates including alternate voting delegates understand and agree to fulfill the following responsibilities.

- Read this handbook thoroughly; ask questions as necessary and abide by all campaign and election regulations.
- Always wear the appropriate Voting Delegate ribbon.
- Attend all campaign and election sessions and encourage others to attend:
    - Opening General Session (Campaign Speeches)
    - Campaign Rally
    - Business Meeting / Voting Session
- Be seated promptly for all sessions at the designated time and place (alternates only if necessary).
- Be prepared with charged, electronic devices (cell phones, tablets, etc.) with cellular data access for electronic voting (reliable Wi-Fi is not guaranteed).

Election / Voting Delegate Procedures

- Voting delegates will hear speeches at the Opening Session of SLC or Middle-Level SLC Day.
- Voting delegates should also attend the Campaign Rally to meet and talk to the candidates.
- Voting delegates must also attend the Business Meeting at SLC (a meeting exclusively for voting delegates). In this meeting, votes will be cast for the State Executive Council electronically. Voting delegates must bring an electronic device capable of connecting to the internet to cast votes.
- Voting delegates will be required to have a voting delegate ribbon to enter this meeting.
- Once the meeting has been called to order, no one is allowed to enter or exit the room until the meeting has been officially adjourned.
- Following each ballot, candidates receiving a majority vote shall be eligible for election. No more than six (6) candidates shall be elected. If more than six (6) candidates receive a majority vote, the six (6) candidates receiving the highest number of votes shall be elected. If fewer than six (6) candidates receive a majority vote on a ballot, additional ballots will be conducted for the remaining unfilled positions until six (6) candidates have been elected. Candidates who are elected shall be removed from subsequent ballots. To facilitate the election process, the candidate(s) receiving the

lowest number of votes may also be removed from the ballot prior to the next round of voting. In the event of a tie affecting either election or elimination, all tied candidates shall remain on the ballot unless the tie is resolved by an additional ballot.

Election Sessions at SLC

Candidate Briefing Meeting at SLC

All pertinent information needed prior to SLC will be emailed to you by State Advisor, Mark Burch

Opening General Session

REQUIRED to Attend: All conference attendees

What will happen: Candidates will give their campaign speech

Campaign Rally

REQUIRED to Attend: Candidates, Campaign Manager, and Chapter Voting Delegates

What will happen: Conference delegates and advisors will have the opportunity to personally meet, talk to, and question the candidates

Business Meeting / Voting Session

REQUIRED to Attend: All Voting Delegates ONLY (Candidates and Campaign Managers not allowed)

What will happen: Voting delegates will electronically cast their votes for the State Executive Council

Grand Awards Session

REQUIRED to Attend: All conference attendees

What will happen: New state officers will be installed during the awards session

New State Executive Council Briefing

REQUIRED to Attend: New State Officers and their Local Advisor

What will happen: Information will be provided in preparation for the new state officer training

PREPARE TO LEAD

STATE EXECUTIVE COUNCIL

Study Roadmap

Knowledge Exam | Prospective Officer Candidates

70%

MINIMUM EXAM SCORE

Required to advance to official candidacy. Applicants must also meet the handbook's other screening requirements.

KNOW BPA

- Review the mission, vision, history, former name, tagline, headquarters, and official websites.
- Know the colors and their meanings, emblem/shield symbolism, and proper uniform requirements.
- Understand membership divisions, BPA Week, the national service organization, and current SLC/NLC locations.

OKLAHOMA BYLAWS

- Review the purposes of the organization in Article II.
- Study student officer positions, council size, and how the Parliamentarian is selected (Article V).
- Understand state voting delegate allocations and the vote needed to adopt amendments (Articles X and XIV).

COMPETITIVE EVENTS

- Know the WSAP name and its assessment areas.
- Compare Oklahoma event limits by division, including the team-event restriction.
- Identify which division participates in 900-level events. Review the Compete page and Oklahoma WSAP Guidelines.

PROGRAMS & RECOGNITION

- Study Torch purpose, categories, award order, recognition levels, and points.
- Review BPA Cares categories and what its awards recognize.
- Know Oklahoma scholarships and awards for students, advisors, and chapters.

CANDIDACY & SERVICE

- Know academic eligibility, screening components, score requirements, and how offices are assigned.
- Study campaign budgets, managers, handouts, speech limits, and voting restrictions.
- Review Parliamentarian selection, email expectations, Torch participation, and representation of members.

MEETING BASICS

- Know the parliamentary authority named in Oklahoma BPA's bylaws.
- Understand quorum, motions, and the purpose of a second.
- Use Robert's Rules of Order Newly Revised to review basic meeting procedures and terminology.

START WITH THESE RESOURCES

bpaok.org | Bylaws, Compete, Torch Awards, Scholarships and Awards, SLC

SEC Election Handbook | bpaok.org/run-for-executive-council

bpa.org | National identity, history, traditions, programs, and NLC

BPA Chapter Handbook | National BPA reference for members and chapters

READ. TAKE NOTES. EXPLAIN IT IN YOUR OWN WORDS.

Use the current handbook and official resources. This roadmap is not an answer key.