



2020-2021 Nebraska HOSA
State Officer Candidate
Information Handbook

Nebraska HOSA State Officer Candidate Application and Election Procedure

- Completely read this packet of information.
- Complete the **State Officer Candidate Agreement Form** and the **State Officer Candidate Application (including the resume and letter of recommendation)**. Please ensure that all signature lines are completed.
- Submit the State Officer Candidate Application by **December 15, 2019**

*The application can be requested in an alternate format from rachel.buss@nebraska.gov and **must uploaded to TALLO (formerly STEM Premier)**.*

- You will be sent an email after the state office receives your application detailing the times, places and functions you are expected to attend during the State Leadership Conference.
- Prepare for your **Introductory Speech** focused specifically on your HOSA experiences. This is 3-minute speech presented to the voting delegates during the first delegate session to allow members and nominating committee to get to know the candidates.
- Prepare for the **Officer Candidate Exam**. The test will be composed of multiple-choice questions and answers will be recorded on a multiple-choice form, scored by the scoring committee. The test will include information from www.hosa.org regarding organizational history and structure.
- Candidate will be provided a detailed schedule prior to the State Leadership Conference. All candidates are expected to be on time for each scheduled event. Candidates are expected to wear **official HOSA dress** (please ask your advisor with any questions about what constitutes this) during their assigned functions and will be judged upon their dress during interviews.
- Attend the “Meet the Candidates” session at the State Leadership Conference. You will deliver your three-minute Introductory Speech during this session. Candidates should be prepared to also participate in a short question and answer session and fishbowl activity.
- The Selection Committee will provide an approved and suggested slate of officer candidates. This slate will be announced at the letter drop Monday evening (time and place TBA prior to SLC), voting delegates will further interact with the new slate of candidates.
- The slated officers will participate in a second round of interviews to determine office held.
- If elected to office, attend the new State Officer meeting, which will be held following the Closing Session.

State Officer Candidate Information Overview

1. The high school members of the team will be selected from students who will be in the 9th, 10th, 11th or 12th grade during the 2020-2021 school year.
2. The post-secondary members of the team will be selected from students who will have graduated by the end of the 2020-2021 school year.
3. There is no limit to the number of candidates a school can have.
4. **A slate of officers will be elected. There will be a minimum of four total officers and a maximum of ten total officers. The total includes both high school and post-secondary. The candidates with the highest total score will compose the slate of officers. The score will include test score, speech score and interview score. Voting delegates will then determine which candidates will hold which offices for the duration of the year.**
5. Each candidate will have 3 minutes in the appropriate session to deliver their campaign speech.
6. Voting delegates will vote by secret ballot. Pencils will be provided. 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 purchase official clothing that meets National HOSA requirements, as designated by the State Advisor.

Campaigning

1. No campaigning should take place prior to the State Conference.
2. No campaign material shall be attached to the walls or other property of the conference facility.
3. Time will be provided for delegates to “meet the candidates.”
4. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions.
5. 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.
6. With respect for anti-litter concerns and cost to individuals and local chapters, no campaign materials will be distributed. 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.
7. No campaign material will be allowed in the election session.
8. 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.

Overall Duties, Responsibilities and Specific Standards of a Nebraska HOSA State Officer

By electing you to a Nebraska HOSA state office, you are entrusted with the leadership of the organization. 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 Nebraska HOSA State Officers.

Regardless of which office you hold, your duties and responsibilities as a Nebraska HOSA State Officer obligate you to do the following:

- *Understand the mission and goals of Nebraska HOSA.*
- *Understand the Nebraska HOSA bylaws.*
- *Understand the HOSA creed, know it from memory and be able to recite it.*
- *Be familiar with the organizational structure and policies of Nebraska HOSA.*
- *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 Nebraska HOSA.*
- *Assist other officers in accomplishing 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.*
- *Must have school certification signed by an administrator and advisor.*
- *Must have at least one full year remaining as an active member.*
- *Must be available to represent the state through personal appearances during tenure of office.*
- *Candidacy for office must be filed with the Nebraska HOSA office by the deadline.*
- *Must present a speech.*
- *Each candidate must meet with the interview committee for a test and personal interview(s).*
- *Each newly elected officer must meet with the Nebraska State Advisor immediately following the last meeting of the State Leadership Conference.*
- *All elected state officers are required to attend the Nebraska HOSA LAUNCH Training. Any State Officer who does not attend this training will be required to resign their office unless the State Advisor determines extenuating circumstances.*
- *All elected Officers are required to attend the activities that are listed on the Candidate Agreement Form.*

State Officer Code of Conduct

It is the responsibility of all Nebraska HOSA State Officers to conduct themselves in a proper, businesslike manner at all times.

1. **All** officers are expected to attend and be on time to **all** meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon Nebraska HOSA.
3. Conduct that does not support a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business-like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by Nebraska HOSA, all officers, participants and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. High school officers must have prior approval of the adult sponsor and an adult must be present during these visits.
7. High school officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone call check at any hour following curfew. Post-secondary officers will be expected and trusted to behave as young adults.
8. Officers shall keep the supervising adult informed of their activities and whereabouts at all times. Accidents, injuries or illnesses must be reported to the supervising adult when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers shall not possess alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
11. Use of tobacco products is prohibited by all officers.
12. Officers of Nebraska HOSA are prohibited from posting inappropriate or offensive materials on the internet, e.g., Twitter, Facebook, and YouTube. If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material and may be asked to resign their office at the discretion of the State Advisor.

Results of State Officer Code of Conduct Violation

Immediate **expulsion** from any Nebraska HOSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Nebraska HOSA State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner, including school disciplinary guidelines.
- Failure to meet appropriate deadlines without satisfactory explanation.