



## **DCA State Officer Nomination Guidelines**

### **NOMINATIONS DUE: MAY 31, 2020**

#### **HOW TO SUBMIT A NOMINATION:**

Eligible students may be nominated by their DCA Chapter President and/or DCA Chapter Advisor. Chapter Presidents may nominate up to two (2) students and the DCA Chapter Advisor may nominate no more than one (1). A total of three (3) nominations may be submitted per DCA Chapter. Please consider the election criteria and candidate requirements before submitting your nominations. Officer nominations will be accepted until Sunday, May 31, 2020.

To nominate a student for the 2020-2021 DCA State Officer Team, please email the following information to [cboyd@jdginc.org](mailto:cboyd@jdginc.org) by the deadline:

1. Full name and grade of your nominee(s)
2. Email and phone number for each nominee
3. Name of your DCA Chapter Advisor
4. Your full name and title.

#### **Sample Nomination:**

I'd like to nominate John Doe (Grade 11) for the 2020-2021 DCA State Officer Team. His email is [john DOE@abc.com](mailto:john DOE@abc.com) and his phone number is (123)456-7878. Our DCA Chapter Advisor is Mr. Tom Hank.

This nomination is submitted by Jeff Johnson, [Name of School] Chapter President.

**GENERAL ELECTION REQUIREMENTS:** In order to run for a State Officer position, students must:

1. Be able to uphold the standards set forth in the DCA Constitution & Bylaws (Bylaws attached);
2. Be enrolled in JDG 10, 11, or 12. *Officers must have completed at least one (1) year of JDG.*
3. Maintain a "C" or higher in their core courses
4. Maintain good behavior; and
5. Commit to attend scheduled meetings/events.

#### **WHAT SHOULD NOMINEES EXPECT?**

*NOTE: This year's nomination and election process is a response to the change in traditional classroom instruction. Our hope is to provide increased support and guidance for each candidate leading up to Officer Elections this fall. With that in mind, nominees can expect the following:*

1. To receive an official “Invitation To Run” via email for the 2020-2021 DCA State Officer Team. **Nominees may choose to accept or decline their nomination by Friday, June 5, 2020.**
2. To attend two (2) virtual training sessions to prepare candidates for Campaign Day and the electoral process. Dates and times to be determined.
  - a. **Campaigning with Purpose** – This training session will prepare students to campaign effectively and strategically. On Campaign Day, candidates will have an opportunity to speak with students about their platform and discuss issues that are important to members of the Delaware Career Association.
  - b. **Delivering Your Speech** - This training session will offer tips for preparing and delivering a winning speech! Candidates will also deliver a 2-3 minute speech explaining why they should be elected as a DCA State Officer.
3. To attend Orientation Day in the fall.

We hope this unique process is well received as we attempt to maintain momentum for the new State Officer Election process. Questions and comments can be emailed to the DCA State Officer Advisor, Chevonne Boyd at [cboyd@jdginc.org](mailto:cboyd@jdginc.org).

# APPENDIX I:

## Delaware Career Association BYLAWS

### **Duties of Officers**

#### President

The president is to preside over all functions of the Delaware Career Association. The President is to represent the Association with other organizations. The President presides at all officer meetings.

#### Vice President

The Vice President presides in the absence of the President. In the event of the resignation or removal of the President, the Vice President shall assume the duties of the President. The Vice President is an ex officio members of all committees.

#### Secretary

The Secretary is to record the minutes and call roll at all meetings. The Secretary is responsible for communications between the Association and other organizations.

#### Treasurer

The Treasurer is responsible for keeping financial records of the State Officer portion of the Association budget and reporting it to the State Leadership Team.

#### Reporter

The Reporter collects all the news and information about the chapters and reports through correspondence and newsletters to the public.

#### Historian

The Historian is to keep the narrative, pictures and memorabilia of the Association for the year. The Historian also works with the local Chapter of the Year.