



Dear Tennessee DECA State Officer Candidate,

You are embarking on a once-in-a-lifetime journey by running for a Tennessee DECA state officer position! The path to state office is arduous, devoid of shortcuts or easy routes, yet undeniably rewarding. Enclosed are the procedures and forms necessary for a successful candidacy. By carefully studying this information, your journey will be notably smoother.

We are excited to continue building on the success of our leadership structure, which includes the roles of President, Vice President of Leadership, Vice President of Career Development, Vice President of Marketing, and Vice President of Hospitality. These positions, introduced as part of our bylaw changes three years ago, have helped us grow and achieve our goals.

Upon making the decision to pursue office, the initial step involves your chapter advisor submitting the Application through tndeca.org under the "programs" tab no later than **January 17, 2025**. This form serves as notification to Tennessee DECA of your intent to run for a state office and confirms the submission of your application. Additionally, ensure your chapter advisor registers you for the state career development conference (SCDC), regardless of whether you are competing, as you will be expected to take your state officer candidate exam on-site. Virtual interviews with the nominating committee will be scheduled before SCDC.

All state officer candidates must have completed a minimum of one year of DECA membership and held a leadership position (chapter office) within their local chapter before pursuing state office. Your application for office must be submitted to your local DECA advisor and school official for approval signatures. Any scanned application documents must be neat and print-friendly; otherwise, your application may face disqualification.

As you embark on this journey, remember that while the process may induce stress at times, it should also be enjoyable and fulfilling. This packet comprises several lists to aid you in managing this process. Utilize them as checklists, marking them when completed or understood, and review them before arriving at the Tennessee DECA State Career Development Conference. Should you require assistance, please do not hesitate to contact me at Zach.Buchanan@tn.gov.

Good luck!

Zach Buchanan

Zach Buchanan, M.A
Tennessee DECA State Advisor

Steps To Running For Tennessee DECA State Office

A chapter may run up to two students for state office positions. The candidates cannot seek the same office if a chapter runs two students. The Tennessee DECA state officer candidate process includes the following steps:

- ✓ **Step 1:** Submit your Application [online](#) by **January 17, 2025**.
 - The candidate's application and supporting documents must be complete, accurate, and received by the deadline.

- ✓ **Step 2:** Complete Nominating Committee Interview

At the Tennessee DECA State Career Development Conference

- ✓ **Step 3:** Complete Tennessee DECA state officer exam.
- ✓ **Step 4:** Campaign at the Tennessee DECA State Career Development Conference.
- ✓ **Step 5:** Participate in the Voting Delegate Sessions at the Tennessee DECA State Career Development Conference.
 - Those candidates who are eligible to run for office must attend both voting sessions.
 - The rubric to determine the top five officers that will be slated into their positions can be found below.
 - Candidates progressing through the voting sessions will undergo a series of activities designed to prepare them for the office they may assume.

Criteria (Possible Points)	Points
Exam (10)	
Application (10)	
DECA Involvement (10)	
Interview (30)	
Voting (40) 40 points divided by # of possible votes multiplied by actual votes =	
100 Possible Points	

Tennessee DECA State Officer Obligations

I. Uniform

Tennessee DECA state officers must purchase their uniforms after being elected. Below is a list of uniform pieces that will be purchased. State officers should be financially prepared to spend \$500.00 on their uniforms. Every effort will be made to keep this cost as low as possible for the state officer and their family.

- Uniform items you can expect to purchase prior to ICDC .
 - Properly fitted DECA blazer
 - Two (2) official DECA state officer skirts/pants (\$60 each).
 - One (1) pair of casual chino pants, if necessary.
 - Three (3) coordinating dress shirts.
 - Dress shoes (heels and flats for females)
 - Accessories (necklaces, ties, earrings, etc.)

II. Meetings

Serving Tennessee DECA begins after the 2025 Tennessee DECA State Career Development Conference and concludes at the closing of the 2026 Tennessee DECA State Career Development Conference.

Tennessee DECA state officers MUST ATTEND ALL the meetings below during their year of service.

Spring 2025

- ✓ February 28 | After Closing Session | New State Officer Orientation | Chattanooga
- ✓ March 26-29 | New State Officer Training | Pigeon Forge, TN
- ✓ April 26-29 | International Career Development Conference (ICDC) | Orlando, FL

Summer 2025

- ✓ June 3-5 | Tennessee CTSO State Officer Leadership Training (SOLT) | Nashville area

Fall 2025

- ✓ September 14-17 | Chapter Officer Leadership Training (COLT) | Camp Widgi
- ✓ October (TBD) | Tennessee CTSO Regional Fall Leadership Conferences
- ✓ November 21-23 | The Ultimate DECA Power Trip | Arlington, VA
- ✓ December (TBD) | State Conference Planning Meeting | Chattanooga

Spring 2026

- ✓ February 24-27 | Tennessee DECA State Career Development Conference | Chattanooga

The above dates are subject to change

The experiences that the Tennessee DECA state officer team has during their term are unsurpassed resume and skill builders. To take full advantage of these opportunities, it is recommended that the Tennessee DECA state officers who are enrolled in college courses during their year of service should enroll in at most 12 hours of college and not be obligated with a full-time job. Additionally, state officers must discuss their travel commitments with all teachers, administrators, and professors before the term starts. Upon request, a letter will be provided by the Tennessee DECA state advisor detailing the officer's obligations. Most travel expenses are reimbursable or paid for by Tennessee DECA. This includes, but is not limited to, registration fees, transportation, meals, etc. **Suppose an officer attends a college outside of the state. In that case, the state officer will be reimbursed for their travel from their 'home' chapter to the destination.**

The Role Of The Local Chapter Advisor

During State Officer Candidacy

- The chapter advisor must submit the application [online](#) form by **January 17, 2025**.
- For the application, the candidate must submit their completed application to the local DECA chapter advisor with all information required in this packet, along with the signed application forms.
- The local DECA chapter advisor is the only person authorized to initiate Tennessee DECA state officer candidates.
 - Each local chapter will be allowed to submit a maximum of two (2) candidates for office. Each office requires a solid commitment to ensure success.
 - The local DECA advisor may use any procedure s/he wishes to determine which candidate(s) is (are) eligible to run for a Tennessee DECA state office from the local chapter.
- It is the local DECA advisor's responsibility to verify all forms and documents and sign the code of conduct and other application forms.
- It is the responsibility of the chapter advisor to inform state officer candidates of the rule that prohibits Tennessee DECA state officers from serving as local chapter officers during their terms as Tennessee DECA state officers.

During the State Officer's Year of Service

- Attend the state officer training/meetings if requested.
- You are required to attend SOLT, COLT, and FLC. These events are **mandatory**.
- Support your state officer by encouraging your local chapter to attend various Tennessee DECA meetings and conferences where your state officer will lead the members.
- Support your state officer by maintaining communication about state officer meetings/activities and providing accountability for your state officer to meet deadlines and submit assignments.

STEP 1: STATE OFFICER APPLICATION

The following list describes the materials that must be submitted [online](#). The following materials must be present to be considered for nomination as a Tennessee DECA state officer candidate.

- **Completed** [Tennessee DECA State Officer Candidate Application](#)
- **Completed** [Statements and Schedule Agreement Form](#)
- **Completed** [Chapter Advisor Certification for Nomination Form](#)
- **Completed** [State Officer Code of Professional Conduct Form](#)
- **Resume** – This professional resume should focus on your qualifications for Tennessee DECA state office and be a maximum of two (2) pages in length.
- **Personal Letter of Involvement & Intent** – This letter should be addressed to the Tennessee DECA state advisor, Zach Buchanan. It should describe your involvement in business, school, and other civic groups, as they relate to DECA. This letter should also include your goals and objectives for wanting to serve as a Tennessee DECA state officer. It should consist of your plans for the 2025-26 term and should encourage the nominating committee to nominate you to run for Tennessee DECA state office. The letter should not exceed two (2) pages.
- **Three (3) Letters of Recommendation** – These letters of recommendation should focus on the professional aspects of your personality and emphasize you as a team player and capable leader. One letter must be from your chapter advisor. Additional letters could be from a district official, school administrator, guidance counselor, or business person familiar with your work ethic, academic achievements, and community involvement.
- **Official Transcript** – You must submit an official transcript with your school's official seal or notary. The transcript must include a written explanation of the grading procedure and be signed by a school official.
- **Color Photograph** – Your photograph should be a professional-quality, high-resolution headshot. The picture should be taken from the shoulders up in business professional attire.
- **List of Campaign Items** – You must submit a list of all items that will be used as part of your campaign. This includes giveaway items and items used within your campaign booth (TV, dart boards, basketball hoops, etc.).
- **Planned Campaign Budget** – For nomination consideration, you are required to submit a basic budget including all expenditures you anticipate and all the revenues you expect. The revenues will include in-kind donations. NOTE: This budget should be as specific as possible, excluding travel costs for your campaign team. See the sample budget below. Tennessee DECA understands that the budget may change before the Tennessee DECA State Career Development Conference, so you must bring an updated budget to the exam session.

Sample Planned Campaign Budget

Expenditure	Quantity	Description	Cost
Printing	100	Brochures, flyers, banners	\$40.00
Giveaways	300	Pencils, buttons	\$260.00
TOTAL EXPENSES			\$300.00
Revenue		Description	Income
Corporate Donations		Donations from local businesses	\$50.00
Giveaways		In-kind donations	\$100.00
Fundraising		Community/Chapter fundraising	\$150.00
TOTAL REVENUE			\$300.00



Statements and Schedule Agreement Form

Please initial the following statements indicating that you understand and agree.

- _____ I am a DECA member and have paid my dues for the school year.
- _____ I understand the duties and responsibilities of the office I will hold.
- _____ I can travel as needed for duties of the office I will hold.
- _____ I understand that expenses for travel will be reimbursed according to Tennessee DECA travel regulations.
- _____ I agree to uphold the Tennessee DECA State Officer Code of Conduct and will always professionally present myself.
- _____ I have permission from my parents/guardians and school officials to attend the following required meetings:

2025-26 State Officer Mandatory Meetings:

Spring 2025

- ✓ February 28 | After Closing Session | New State Officer Orientation | Chattanooga
- ✓ March 26-28 | New State Officer Training | Pigeon Forge, TN
- ✓ April 26-29 | International Career Development Conference (ICDC) | Orlando, FL

Summer 2025

- ✓ June (TBD) | Tennessee CTSO State Officer Leadership Training (SOLT) | Nashville area

Fall 2025

- ✓ September (TBD) | Chapter Officer Leadership Training (COLT) | Camp Widgi
- ✓ October | Tennessee CTSO Regional Fall Leadership Conferences
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- ✓ December (TBD) | State Conference Planning Meeting | Chattanooga

Spring 2026

- ✓ February 24-27 | Tennessee DECA State Career Development Conference | Chattanooga

By signing below, I confirm that I understand it is the responsibility of the state officer, their school, or their parent/guardian to arrange travel to all required events in Tennessee throughout the year. I understand that travel expenses will be reimbursed as permitted by standard CTSO guidelines. I also realize that state officers in high school are not allowed to drive more than 50 miles to any event, thus requiring travel arrangements via the school or parent/guardian. I read and fully understand the expected schedule and campaign guidelines and agree to adhere to these guidelines.

State Officer Candidate Signature and Date

Chapter Advisor Signature and Date

School Administrator Signature and Date

Parent/Guardian Signature and Date



Chapter Advisor Certification for Nomination Form

The credentials for _____, who is the candidate choice of our chapter, meets our expectations to run for state office. To the best of my knowledge, this applicant meets the qualifications specified in the Tennessee bylaws and the current guidelines for the office of _____ and, if nominated, will receive the enthusiastic support of the school, chapter, and parent/guardian in the execution of their campaign for office. If elected, he/she will also receive enthusiastic support during the year of service.

Parent/Guardian's Signature

School Administrator's Signature

Chapter Name

City

State

Tennessee DECA District

We have read this information packet, rules, regulations, and procedures. We understand the information presented, including all mandatory meeting dates, and agree to abide by it during the campaign and hopeful year of service. (A signed copy of this form must accompany the candidate's application.)

Tennessee DECA State Officer Candidate's Signature

Chapter Advisor's Signature



State Officer Code of Professional Conduct

As the elected representatives of the student members of Tennessee DECA, state officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization, and the members.

Because the ultimate responsibility for Tennessee DECA's finances, procedures, and policies of necessity remain the sole purview of the State of Tennessee, the Tennessee DECA state officers are precluded from:

- Entering into any contractual relationship on behalf of the organization, and
- Committing the organization to any policy without specific authorization of the Tennessee DECA state advisor.

By signing this Tennessee DECA State Officer Code of Professional Conduct, individual state officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a Tennessee DECA state officer. The specific areas of violation are listed to guide the state officer and are not to be considered all-inclusive.

I. Professional Responsibilities and Standards

As a Tennessee DECA state officer, I will

- abide by the state officer dress code while representing the association.
- complete and submit all reports and assignments on time, and correctly formatted.
- attend and participate in all called meetings, conferences, and appointments.
- comply with all conference rules and regulations, including curfews, dress codes, etc.
- actively participate as a leader in district functions.
- visit a minimum of two schools per semester in my area (east, lower middle, upper middle west) and file the appropriate report with the Tennessee DECA state advisor.
- keep my knowledge of Tennessee DECA current for discussion and informational purposes.
- avoid expressing personal opinions about political or controversial issues when representing Tennessee DECA.
- avoid expressing personal opinions about political or controversial issues online.
- act with good manners, integrity, and high moral action.
- only post (and allow others to post) appropriate material on social media.
- not post anything that includes commentary, content, or images that are proprietary, harassing, defamatory, or that can create a hostile environment.
- keep my social media accounts private.
- include the phrase "all views are my own" on any social media account.

- not publish, post or release any information that is considered confidential or not for public consumption.
- not post anything that violates the standards explained in this Code of Professional Conduct.
- not use profanity or other vulgar or inappropriate language or behavior.
- not lie, cheat, or steal.
- not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a Tennessee DECA state officer (follow the higher standards of conduct of either the function of the Tennessee DECA State Officer Code of Conduct).
- balance my schoolwork and DECA activities, making DECA a priority.
- enroll in no more than 12 credit hours per term if I am in my first year of college.
- file expense reports within ten days of any activity eligible for reimbursement. If expenses include more than food costs (such as supplies, mileage, etc.), I will receive permission from the Tennessee DECA state advisor.
- provide my transportation to district and state events.
- (as a high school student) not drive myself to DECA functions, even if I am 18 years or older. It is the responsibility of my chapter advisor or my parents to provide my transportation.
- purchase appropriate clothing (including the DECA blazer) for official and travel wear. I will bring \$500.00 to the new state officer training to shop for coordinated clothing.
- obtain advance approval from the Tennessee DECA state advisor for all activities where the state officer is representing Tennessee DECA. State officers may not independently solicit invitations to meetings or conferences.
- follow instructions given by the Tennessee DECA state advisor or their designee.
- **commit to a full year of service. If I leave the team early, I will be financially responsible for costs incurred by Tennessee DECA for my training.**

Violations of the Professional Responsibilities and Standards may result in travel suspension for up to three (3) months. These violations focus on the state officer's representation of Tennessee DECA at any activity. Violations will be documented, and the penalties will be assessed by the Tennessee DECA state advisor. State officers may appeal the decision.

I. Conduct Unbecoming a Tennessee DECA State Officer

As a Tennessee DECA state officer, I will not:

- violate the law, including but not limited to
 - consuming or possessing alcoholic beverages or other controlled substances.
 - theft or other felony crimes.
- represent someone else's work as my own.
- engage in any sexual conduct/harassment or other activities that may discredit the organization (including written or verbal comments and all forms of physical contact).
- discriminate against others.
- violate one or more of the Professional Responsibilities and Standards to a degree deemed as extreme by the Tennessee DECA state advisor.

State Officer Code of Professional Conduct Form

Violations of Conduct Unbecoming of a Tennessee DECA state officer will result in travel restrictions of three (3) to twelve (12) months or removal from office. A violation of the Conduct Unbecoming a Tennessee DECA state officer does not necessarily have to be associated with the state officer's representation of Tennessee DECA. Violations will be documented and penalties assessed by the Tennessee DECA state advisor. State officers may appeal the decision.

The chapter advisor and state officer will be notified in writing of any violation when the penalty is assessed.

I, _____, understand and agree to this Tennessee DECA State Officer Code of Professional Conduct.

State Officer Candidate's Signature

Date

I have read the above and understand this code of conduct pertaining to the Tennessee DECA state officer candidate.

Parent/Guardian's Signature

Date

Chapter Advisor's Signature

Date

STEP 2: TENNESSEE DECA STATE OFFICER CANDIDATE TEST

Tennessee DECA state officer candidates must take the Tennessee DECA State Officer Candidate Exam and score 80 percent or better. Topics and places to seek more information regarding DECA and Tennessee DECA to help study for the exam are as follows:

- Tennessee DECA information posted on www.tndeca.org.
- DECA Inc. website, www.deca.org.
- DECA Student Leader Resource Guide (available at www.deca.org)
- Basic parliamentary procedure.
- Basic DECA Inc. and Tennessee DECA history and facts.

STEP 3: NOMINATING COMMITTEE INTERVIEW

The following guidelines outline the minimum requirements that must be met for Tennessee DECA to accept a member as an official state officer candidate.

The candidate must:

- Be an active member of DECA Inc.
- Submit a complete application.
- Obtain a proficient score on the Tennessee DECA State Officer Candidate Exam.
- Hold (or have held) a local chapter office.
- Hold a 2.5 scholastic average or higher based on an "A" letter grade being equivalent to a 4.0 for each of the previous two (2) completed semesters of school prior to the 2025 Tennessee DECA State Career Development Conference.
- Pass the Nominating Interview.

The Nominating Committee

Local chapter advisors representing the four Tennessee DECA districts will be asked to appoint **representatives to serve on the nominating committee**. The nominating committee could consist of the following people:

- local chapter delegates from the five Tennessee DECA districts
- the current Tennessee DECA state officer team
- the Tennessee DECA state officer coach
- Tennessee DECA alumni and/or Tennessee DECA professional members
- METT Council member
- Tennessee Department of Education staff

The nominating committee has two tasks to complete. The first is to determine those individuals who are eligible to run for a Tennessee DECA office. Only candidates declared eligible can seek nomination. Candidates declared eligible will be announced after all candidates have been interviewed. Combined scores of the state officer candidate exam and the nominating committee interview, along with materials submitted with the application for office, will be used by the nominating committee to determine candidates who are eligible and the candidates the committee will nominate.

The second task of the nominating committee is to nominate one candidate for each office. Only one candidate will be recommended for each office by the nominating committee. Candidates who are not recommended will need to be nominated by a voting delegate from another school to continue.

The candidate appears before the nominating committee virtually before the Tennessee DECA State Career Development Conference. Candidates will be interviewed individually and work in a team setting.

- ✓ If a candidate is late to a nominating committee interview, s/he will be disqualified unless the committee feels the individual has a reasonable excuse. The following are NOT ACCEPTABLE excuses: couldn't find the meeting link, had a sports practice, laptop died, forgot what day it was.
- ✓ Only candidates interviewed by the nominating committee will be eligible to run for state office.
- ✓ Each candidate will bring a final campaign budget to the exam session, listing expenditures and revenues including in-kind donations. This budget should show any changes from the one submitted with the application. A sample of each item used during the campaign and any material distributed must be brought to the interview session on the first day of the conference, excluding large booth decorations. Each of these items should be listed on the final campaign budget. These samples may not be returned.
 - A **maximum budget** of \$300 is allowed

NOMINATING COMMITTEE EVALUATION CRITERIA

The following list represents qualities that the nominating committee will be looking for in the interview process:

PRE-INTERVIEW

Introduced self properly, stated the office seeking, spoke clearly and forcefully, good first impression, physically poised and ready.

APPEARANCE

Good color coordination, clothing clean and well pressed, hair clean and neat, facial appearance clean and natural, wears DECA blazer, good posture, pleasant smile.

ATTITUDE

Attentive, enthusiastic, self-confident, supports own convictions, socially at ease and comfortable, alert and responsive, sincere, conscientious, competitive and open-minded.

PROFESSIONAL MANNER

Courteous, poised, ability to take constructive criticism, ability to remember names, sense of humor, conversational.

SPEECH

Proper grammar, good diction, speaks clearly and smoothly, appropriate word selection, appropriate use of gestures, good eye contact.

LEADERSHIP QUESTIONS RESPONSE

Organization of answers, answers are logical and reasonable, responds to questions directly and readily, interesting to listen to, precision of word usage (concise, speaks to the point), maintains cool (doesn't get flustered or shaken), thinks question through before answering.

POST INTERVIEW

Thanks the committee, remains poised, leaves promptly, still eager.

STEP 4: CAMPAIGNING

All local chapters are expected to operate in good taste in the promotion of their candidates so as not to disrupt any planned conference event. Because of the publicity this event generates annually, it is absolutely necessary for all candidates to reflect the professional conduct expected of a potential state association leader.

The following rules will be strictly enforced during state officer campaigns:

- Each candidate is allowed one campaign manager and one campaign assistant.
- No candidate may “team up” to campaign with another candidate, even if they originate from the same chapter.
- New technologies, including social media, have made it very easy to communicate with members outside of your local area. However, you are not allowed to mention your candidacy on any social media profiles until you have been approved after the mandatory nominating committee interview.
- No campaign materials shall be attached (taped, glued, tacked, hung, stuck) to the walls, doors, windows, floors, or other property of the Chattanooga Convention Center.
- No campaign materials are permitted in the hotel room areas.
- No campaign materials may be distributed in the general sessions or voting sessions.
- Campaign t-shirts with the name or likeness of the candidate can be worn by a candidate’s campaign team and chapter in the designated campaign booth area. **No campaigning is allowed outside of the campaign booth area.**
- There will be no campaigning after curfew. All candidates and campaign workers must be in their rooms by curfew.
- If a local chapter believes a campaign violation has been made, the chapter advisor should notify the Tennessee DECA state advisor.
- The candidate shall be dressed in business professional attire.
- The candidate will give a speech, not to exceed three (3) minutes, during the voting session of the conference.

Campaign Booth

- Booth set-up instructions and times will be provided by the state advisor during the state officer candidate orientation meeting at the Tennessee DECA State Career Development Conference.
- It is the responsibility of each local chapter and candidate to see that ALL campaign materials are picked up and removed immediately following the close of the campaign booths. No candidates, managers, or assistants are allowed to bring campaign materials into any of the election sessions.
- Only the candidate, campaign manager, and campaign assistant can remain at the candidate’s

booth for an extended period of time. Any other students, whether they be friends or members of the candidate's chapter, are not allowed to loiter at the candidate's booth.

- Convention center regulations **prohibit any food, candy, or liquids as a part of any campaign.**
- Campaign booths can be 6' wide by 8' high by 3' deep. Each booth will be furnished with one six- foot table (undraped), two chairs, and a local chapter (or candidate) name sign.
 - There will be no electricity supplied to the booths.
 - Booth assignments will be shared during the state officer candidate orientation meeting.
 - There is a maximum of one (1) booth per candidate.
 - Candidates must keep all of their campaign materials and equipment within their assigned space. Walkways around the booth may NOT be used to extend the space of the booth.
 - Tennessee DECA reserves the right to make changes in the arrangement of these booths if necessary.
 - **TIP:** Cell phone use by candidates while at the booth could appear rude and unprofessional to the delegates trying to meet the candidates.
- **It is a Tennessee DECA rule that no campaign materials can be attached to the walls, floors, or other property of the convention center** – even if the campaign team has received permission from convention services.
- Candidates will be allowed up to two (2) promotional items (giveaways) plus any printed materials (brochures, flyers, cards, posters, signs) at their booth.
- The Tennessee DECA state officer candidate and his/her local chapter will be responsible for seeing that all campaign materials are cleaned up at booth tear-down time. Failure to do so could result in the disqualification of the candidate.
- Candidates are reminded that the set-up and operation of campaign booths and related campaign activities prior to the announcement of candidates by the nominating committee is at the candidate's risk. Candidates may begin campaign activities and still fail to be slated by the nominating committee

STEP 5: VOTING DELEGATE SESSION

No campaign materials will be allowed in any of the election sessions.

All officers will be elected using a ranking system. Voting will be done by secret ballot. Voting delegates will rank the candidates in order of who they would like to see in office most to who they would like to see in office least. A "first choice" vote will be awarded more points than a "last choice" vote. In the case of less than five candidates running for office, the voting delegates will have the option of a negative vote. The "No" vote means that the delegate would rather have no representative than the one running.

- Voting delegates will be seated by regions and schools.
- Only candidates meeting all requirements for Tennessee DECA office will be announced.
- Campaign materials cannot be handed out to attendees during any voting delegate session.

- Tennessee DECA elects five (5) state officers. These positions include a President, VP of Marketing, VP of Leadership, VP of Hospitality, and VP of Career Development.
- In the first election session, candidates will be nominated to run for office, candidates will make a speech, answer at least one question, and perform a skit (optional).
 - The session will commence with the nominating committee announcing its chosen candidates.
 - Additional nominations will be taken from the floor.
 - All nominated candidates will then give their campaign speeches. These speeches are timed and should be no longer than 3 minutes. Speeches are an individual effort.
 - Each candidate may have up to one (1) minute immediately following his/her speech for demonstration, skit, or endorsement. Other persons may be used to hold signs or props.
 - Following the candidate's speeches, demonstrations, skits, or endorsements, each candidate will be asked at least one question.
 - Each question has a one (1) minute answer time limit.
- In the second election session, before the ballots are distributed, candidates who qualify will come forward when their names are called so the voting delegates will know who all remain in the running.
 - There will be no campaigning during this time.
 - Candidates will leave the room during the voting, but they must remain nearby in case a re-vote is needed.
 - Voting will be conducted by secret ballot and local chapter votes may be divided among the candidates for any given office. Only designated voting delegates can vote. Other official business may be conducted during the election session, if necessary.

You will meet in front of Grand Hall A at 12 p.m. The state officer coach will distribute letters to every officer candidate who was on the voting ballot. You will either receive a letter informing you that you've been selected as one of the top five or notifying you that your campaign has ended. If you receive a letter informing you that you are part of the top five, you will also be given an interview time to meet with the selection committee to discuss your position.

- Each candidate will select their top two officer positions and state their reasoning and eligibility for those positions to a selection committee.
- The Selection Committee will determine the five Officer positions based on the purpose of the candidacy form and interview by the selection committee.
- The newly elected and slated Tennessee DECA state officers will be announced at the end of the awards session

CONGRATULATIONS, YOU WON! NOW WHAT?

New State Officer Orientation Meeting | Feb 28 | After Closing Session

Newly elected Tennessee DECA state officers are required to attend this state officer orientation session. It is the responsibility of the newly elected state officers and local chapters to make arrangements for the return home. All expenses are the local chapter/newly elected state officer's responsibility. Please be sure to know all clothing sizes for this meeting.

New State Officer Training | March 26-28 | Pigeon Forge, TN

Tennessee DECA state officers will be required to purchase their uniforms during this Tennessee DECA New State Officer Training meeting. Below is a list of uniform pieces that will be purchased. State officers should be financially prepared to spend up to \$500.00 on their uniform pieces during this state officer training. Every effort will be made to keep this cost as low as possible for the state officers. Measurements will need to be taken prior to ensure the ordering is correct.

