



2025 North Dakota Officer Candidate Information

DEADLINE DATES

- February 3, 2025: On-line Application Form Submitted
Photo (in DECA Blazer) Submitted Electronically
Must have plain white background
- February 14, 2025: State Officer Test Completed and Submitted
(Minus 10 points if not submitted by this date)
- February 22, 2025: Virtual Candidate Interviews
- February 28, 2025: Speech submitted to dunorby@nd.gov
- March 2, 2025: Campaign Booth Constructed
Campaign Speech
- March 2-3, 2025: Campaign Booths Open
Election by Voting Delegates
- March 4, 2025: New Officers Announced
- June 8-11, 2025: State Officer Training (Bismarck) **REQUIRED TO ATTEND**

NORTH DAKOTA DECA OFFICER CANDIDATE INFORMATION

It is a privilege to serve as a state officer for North Dakota DECA. Only those members who feel they can apply themselves to the goals they set as an officer should complete the application form and run for office.

Candidates may run for the office of president or vice president for North Dakota DECA and may declare a specific position or not declare a specific position. Candidates **MUST** check the office(s) seeking on the application form. Candidates are not required or encouraged to campaign for a specific office.

The candidate with the highest score (portfolio, interview, and voting delegate vote) will be the president; the next six candidates will be vice presidents. If the candidate with the highest score has selected “vice president only” they will become a vice president and the candidate with the second highest score will become the president.

The president must be a senior in the 2025-2026 school year. Vice Presidents may be juniors or seniors during their term of office.

CANDIDATES AND VOTING DELEGATES ALLOWED PER CHAPTER BASED ON TOTAL MEMBERSHIP

DECA is a cocurricular organization, providing curriculum and opportunities to all members in the local chapter. These are based on total membership at all categories.

Number of Members	Number of North Dakota Officer Candidates eligible	Number of Voting Delegates
10-30	2 candidates	3 delegates
31-75	2 candidates	4 delegates
76-150	3 candidates	5 delegates

Officer Candidates: The deadline for officer candidate nominations is February 3, 2025. Candidates will be provided regulations for campaigning. See application procedures and more information for candidates is available at <https://nddeca.org/high-school/state-officers/become-a-state-officer/>

Voting Delegates: Chapter advisors should carefully select voting delegates to represent their chapter. The responsibility of voting delegates is important to the future of our organization. Voting delegate numbers are determined by chapter membership at all levels.

Officer information can be found at <https://nddeca.org/high-school/state-officers/become-a-state-officer/>.

NORTH DAKOTA DECA OFFICER ELIGIBILITY FOR CANDIDACY

1. Only active members will be eligible for state office.
2. A candidate must submit the application no later than February 3, 2025.
3. A candidate must pass the state officer test with a 70% or higher score.
4. A candidate must have a 2.0 GPA or higher.
5. Candidates must be a sophomore or junior in high school (serving as a junior or senior during their term of office)
6. Candidate must be a member of DECA on an official DECA Roster.

NORTH DAKOTA DECA OFFICER APPLICATION PROCEDURE

DECA members interested in seeking a State DECA office must complete and submit the on-line application and include a photo in a DECA blazer (white background) by February 3, 2025.

1. Complete application form on North Dakota DECA's website. <https://nddeca.org/high-school/state-officers/become-a-state-officer/>
2. Photo of officer candidate
3. State Officer Code of Conduct Form, with all signatures to be completed and mailed with completed exam.
4. Complete exam by February 14, 2025.

NORTH DAKOTA DECA OFFICER CANDIDATE EXAM PROCESS

The exam is a qualifying component of the election process.

1. Candidates must successfully complete and submit the required materials by the deadline date.
2. Candidates will be provided information about DECA as a study guide for the exam.
3. The exam will be emailed to your school and must be submitted by February 14, 2025. (10 points will be deducted from the test score if not submitted by this date).
4. Candidates must receive at least a 70% or higher on the test. Those candidates will be notified and will be the official candidates for office.

NORTH DAKOTA DECA CANDIDATE INTERVIEWS (Virtual)

Friday, February 22, 2025

Each candidate will be interviewed by a panel. This score will count for 40% of the elected point total. The interviews will be conducted from a panel of 2 to 4 business or educational professionals who are not currently advisors or members of DECA. The interviews will be conducted privately and will include questions in two specific categories: leadership and DECA. Sample questions may be, "What kind of a leader are you?" or "Tell us how you would work with a local DECA chapter to encourage community service activities."

NORTH DAKOTA DECA OFFICER CANDIDATE SPEECHES

Friday, February 28, 2025 Submitted to dunorby@nd.gov

Each candidate will be given time to give a prepared speech to the members at the conference.

1. Speeches will be timed and will be no more than 90 seconds (1½ minutes).
2. Speeches must take place at the podium. Candidates are not allowed to walk the stage.
3. No props are to be used in the speech. Props, skits, demonstration, and/or performances of any kind are not allowed during candidate speeches. Any candidate found in violation of this policy will lose 10 points, out of the total possible 100 points.
4. No one other than the candidate may participate in or be a part of the speech.
5. A copy of the speech is to be emailed to the state advisor no later than February 28, 2025

NORTH DAKOTA DECA OFFICER CAMPAIGNING

Sunday, March 2, 2025 and Monday, March 3, 2025

1. Candidates will be allowed to campaign at the conference beginning March 2, 2025.
2. Campaign booths will be up on Sunday March 2 and Monday March 3. Campaign booths must be removed by 3:00 pm on Monday, March 3.
3. Campaign material must be kept in Exhibit area of the hotel.
4. Each candidate will be provided 1 six-foot table.
5. Candidates must provide all other materials for the campaign booth.
6. All materials must be at the campaign booth area, on and/or in front of the table.
7. Printed materials may be distributed but should be kept to a minimum.
8. Manufacture wrapped candy items and sealed beverages are allowed as part of the campaign booth. No home-made food items are allowed.
9. Drawings for items are not allowed by any candidates.
10. Stickers are not allowed by any candidates unless they are already placed on an item.
11. It is recommended that a candidate spend no more than \$75.00 on their campaign booth.
12. All campaign materials must be kept in the Courtyard area of the hotel.

MEETING WITH THE VOTING DELEGATES

During Conference – Sunday and Monday

1. Candidates are encouraged to meet with voting delegates in a “caucusing session” on Sunday and/or Monday. This may take place during a specified time in the conference agenda or sometime before the election session on Monday.
2. Candidates should meet with as many voting delegates from each of the DECA Chapters in order to discuss issues relating to DECA. Voting Delegates are to structure these caucuses in a professional manner. Voting delegates may lose their right to vote if policy is not followed.
3. Voting Delegates are required to get a stamp on their ballot to verify their ballot. Candidates are expected to talk to the voting delegates about their goals and why they are running for office.
4. Voting delegates are assigned to each chapter based on chapter membership. Each chapter will be allowed two voting delegates. Additional voting delegates are assigned to a chapter based on the following membership status.

ELECTION SESSION

Monday, March 3, 2024 – Annual Business Meeting

1. The election of officers will take place on Monday, March 3, 2025.
2. Voting Delegates must be seated at time of roll call.
3. Voting Delegates will cast their vote by secret ballot.
4. The student election will count for 50% of the election; The interview will count for 40% of the interview. The completion of the exam, application and submitted photo will count for 10% of the election.

REQUIRED NORTH DAKOTA DECA OFFICER TRAINING AND OTHER OBLIGATIONS

Officers are required to attend officer training in June. Officer Training will be held June 8-11, 2025. If you are unable to attend the Officer Training, you are not eligible to be a candidate for office. Please pay close attention to this date.

1. Officers are required to represent DECA, North Dakota, and their high school in a professional manner. Officers must abide by the Code of Conduct. This form must be submitted prior to running for office. Officers may be removed from office at any time during their term of office. The completed (signatures) Code of Conduct must be submitted with the exam.
<https://nddeca.org/high-school/state-officers/become-a-state-officer/>
2. Officers are required to attend officer training, fall leadership conference, mid-winter meeting and the state conference.
3. Officers should consider attending the central region conference and the international conference.

For more information about the process of running for office or serving as an officer, contact the State Advisor at dunorby@nd.gov or your school DECA Advisor.

North Dakota DECA ~ State Officer Bylaw

President

1. Must be a senior in high school during the term of office.
2. Preside over and conducts state meetings in accordance with accepted parliamentary procedure.
3. Keeps the meeting to its order of business.
4. Sees that time limits are observed.
5. Works with other officers on state goals, to determine completion.
6. Responsible for assigned communication with officers and members.
7. Responsible for communication with chapter advisors and chapter presidents.
8. Prepares a list of promotional activities for each chapter to promote DECA.

Vice President

1. Assist the president in any activity.
2. Seeks information from chapter each month and compiles information for social media.
3. Communicate through email and mail with all chapter advisors and chapter presidents/vice presidents as determined.
4. Keep accurate records of each meeting, including the minutes.
5. Minutes are to be typed, printed, and distributed to the state officers and state advisor no more than 14 days after the meeting.
6. Provides the state advisor and the state president with a list of potential business partners for each meeting, no later than 14 days prior to each meeting.
7. Reports financial information at state meetings.
8. Seeks, gathers, and classifies news from chapter reporters/advisors/presidents for printed newsletter or social media.
9. Works with the state advisor to prepare material for the web site or social media.
10. Promote DECA in a positive manner on all social media sites.

* All Officers will also sign and comply with the North Dakota DECA Officer Code of Conduct.

NORTH DAKOTA DECA STATE OFFICER CODE OF CONDUCT

Must be submitted with candidate exam with all appropriate signatures.

North Dakota DECA State Officer Action Team

As the elected representatives of the student members of DECA's High School Division, North Dakota officers assume and accept a high degree of responsibility to conduct in a manner that brings credit to themselves, the organization, and the members.

The ultimate responsibility for DECA's finances remains the sole responsibility of the State Advisor and local advisors. The state officers are prohibited from:

1. Entering into any contractual relationship on behalf of the organization. Contact state advisor for contracts or forms for securing sponsors for DECA.
2. Committing the organization to any policy without specific authorization of the state advisor.
3. Officers are able to secure sponsors for DECA using the official DECA Sponsor Form.

By signing the North Dakota Code of Professional Conduct, individual officers agree to abide by the policies prescribed in the contract and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer and are not to be considered all-inclusive.

Professional Responsibilities and Standards include but are not limited to:

1. Abide by the rules of the North Dakota High School Activities Association.
2. Abide by the North Dakota Officer Dress Code while representing the association.
3. Complete and submit all reports and assignments on time and correctly formatted.
4. Attend and participate in all called meetings, conferences, and appointments. Comply with all conference rules and regulations including curfews, dress codes, etc.
5. Follow instructions given by the State Advisor or his/her designee.
6. No use of profanity or other vulgar language or inappropriate language or behavior while serving as an officer.
7. No lying, cheating, or stealing.
8. No engagement in any activity that may be perceived as violating the rules of conduct of the function you are attending.
9. Must obtain advance approval from the State Advisor or the State Officer Consultant for all activities where the officer is representing DECA.
10. May not drive to or from any DECA function. This is the responsibility of the local advisor and parents. Local permission may be granted by the state advisor with agreement from local school and parents.
11. May not represent someone else's work as your own.
12. May not engage in any manner of sexual conduct or harassment, or other activities that may discredit the organization (includes written and oral comments and all forms of physical contact). This includes social media.
13. May not discriminate against others.
14. Violate one or more of the Professional Responsibilities to a degree deemed as extreme by the State Advisor.
15. Officers must maintain clean and appropriate social media as they are role models and the image for DECA.

