



2025
State Officer Candidate
Study Guide for Examination

The following study guide has been prepared to help you with the State Officer Examination for DECA. The test will be 80 points and will cover the following information. You should also review the state website and the national DECA web site (*to include, but not limited to*) to learn more about DECA, who the officers are, what the attributes of the DECA Diamond are, the beliefs of DECA, and the divisions of DECA. You must get a 70% or higher on the examination to be a candidate.

PARLIAMENTARY PROCEDURE

- ❖ What is parliamentary procedure?
- ❖ What is a quorum?
- ❖ The correct words to say in making a motion are, "I move."
- ❖ Eight methods of voting: voice, rising, ballot, mail or proxy, show of hands, roll call, secretary to cast ballot, by general consent.
- ❖ Six types of motions: main or resolution, subsidiary, privilege, restorative, special main, and incidental.
- ❖ Order of Business for a meeting: call to order, roll call, minutes, reports of officers, standing committee reports, special committee reports, unfinished business, new business, the program, and adjournment.
- ❖ A main motion requires a second, is debatable, amendable, requires a majority vote to pass and can be reconsidered.
- ❖ An amendment requires a second, is debatable, amendable, requires a majority vote to pass and can be reconsidered.
- ❖ A point of order motion is called by the chair to calm down the members present and to bring order back to the meeting.
- ❖ A motion to adjourn requires a second, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

INDIVIDUALS

- ❖ Mrs. Donna McFadden, President of the National DECA, Inc. Board of Directors
- ❖ Mr. Wayde Sick, State Director for Career and Technical Education in North Dakota
- ❖ Mr. Dustin Norby, North Dakota State DECA Advisor
- ❖ Mr. Dustin Norby, North Dakota State Supervisor for Marketing Education
- ❖ Mr. Oswald M. Hager, Founder of what we now call Marketing Education and DECA in North Dakota
- ❖ Current State DECA officers
- ❖ Current National DECA officers – President and CR Vice President

HISTORY OF NORTH DAKOTA DECA

- ❖ April 27, 1954 - Date North Dakota began affiliated with National DECA.
- ❖ October 9, 1953, first state DECA Convention held in Minot, North Dakota.
- ❖ 2025 – 72nd State DECA Conference

DEFINITIONS

- ❖ The Mission of DECA is to prepare emerging leaders and entrepreneurs in marketing, finance, hospitality and management.
- ❖ Marketing Education - Known as ME, it is a program of study for students interested in marketing education, including curriculum of marketing, management and entrepreneurship.
- ❖ What are the three facets of a Marketing Education Program? Classroom, Store or Coop, DECA

GENERAL INFORMATION

- ❖ National DECA Headquarters is located at 1908 Association Drive, Reston, Virginia, 20191. Phone Number is: 703-860-5000. Web site is: www.deca.org.
- ❖ When was DECA founded?
- ❖ The Guiding Principles of DECA: (comprehensive learning program and preparing for the next generation)
- ❖ Four attributes and values of DECA
- ❖ Understand the use of the DECA Logo
- ❖ State Segments of DECA are called associations.
- ❖ Local Segments of DECA are called chapters.
- ❖ What is the CAB - Congressional Advisory Board?
- ❖ What is the Advocacy Campaign?
- ❖ Four Regions of DECA are: North Atlantic Region, Southern Region, Western Region, and Central Region. North Dakota is located in the Central Region. Other states in the Central Region are Minnesota, South Dakota, Wisconsin, Michigan, Ohio, Illinois, Indiana, Iowa, Missouri, Kentucky, Nebraska, and Kansas.
- ❖ Four Divisions of DECA: high school, college, alumni, professional
- ❖ Marketing Education is made up of three integral facets: classroom instruction, cooperative work experience, and DECA.
- ❖ Career Clusters relating to Business and Marketing Education: marketing, finance, hospitality and management
- ❖ There are four conferences available to North Dakota DECA Members: Fall Leadership Conference, Power Trip Leadership Conference, North Dakota State Career Development Conference, and (International) National DECA Career Development Conference.
- ❖ North Dakota scholarships available to DECA members: Taking You Higher Scholarship, North Dakota DECA Scholarship, Applebee's Scholarship, Minot State University Scholarship, NDSCS Scholarship and the LRSC Scholarship.
- ❖ Name 2 of the national scholarship available.
- ❖ 2024-2025 Conferences: Fall Leadership – Fargo, North Dakota, Power Trip Leadership Conference – Charlotte, NC, State Career Development Conference - Bismarck, North Dakota, National Conference – Orlando, Florida
- ❖ North Dakota DECA website: www.nddeca.org
- ❖ Name 2 countries that offer DECA, other than the United States?
- ❖ Where are the Collegiate Chapters in North Dakota? Name 2 of them.
- ❖ What is ICDC and where is it being held?
- ❖ When and where is officer training: Bismarck in June.