



# 2025 North Dakota Officer Candidate Information

## DEADLINE DATES

- February 3, 2025: On-line Application Form Submitted  
Photo (in DECA Blazer) Submitted Electronically  
Must have a plain white background.
- February 14, 2025: State Officer Exam Completed and Submitted  
(Minus 10 points if not postmarked by this date)
- February 21, 2025: Virtual Candidate Interviews
- February 28, 2025: Speech submitted to: [dunorby@nd.gov](mailto: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 in all levels; students, alumni, and professional.

Number of Members	Number of North Dakota Officer Candidates eligible	Number of Voting Delegates
10-35	2 candidates	3 delegates
36-75	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. Application procedures and more information for candidates are 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; students, alumni, and professional. See page 1

### **NORTH DAKOTA DECA OFFICER ELIGIBILITY FOR CANDIDACY**

1. Candidate must be an active member of DECA on an official DECA Roster.
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)

### **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 Officer Application <https://www.cognitofrms.com/NDCTE1/2025DECAOfficerCandidateApplicationHighSchool>. Include in the application:
  - Photo of officer candidate.
  - State Officer Code of Conduct Form, with all signatures.
2. 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, February 3, 2025, Information at <https://nddeca.org/high-school/state-officers/become-a-state-officer/>
2. Candidates can access the Officer Candidate Study Guide <https://nddeca.org/wp-content/uploads/2024/11/2025-State-Officer-Study-Guide.pdf>
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 postmarked 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**

**Friday, February 21, 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**

Submit to [dunorby@nd.gov](mailto: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, Mr. Norby at [dunorby@nd.gov](mailto:dunorby@nd.gov), 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. Each candidate will be provided 1 six-foot table.
4. Candidates must provide all other materials for the campaign booth.
5. All materials must be at the campaign booth area, on and/or in front the table.
6. Printed materials may be distributed but should be kept to a minimum.
7. Manufacture-wrapped candy items and sealed beverages are allowed as part of the campaign booth. No home-made food items are allowed.
8. Drawings for items are not allowed by any candidates.
9. Stickers are not allowed by any candidates unless they are already placed on an item.
10. It is recommended that a candidate spend no more than \$75.00 on their campaign booth.
11. Campaign material must be kept in the Exhibit 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 one-three voting delegates depending on membership, see page 1.

## **ELECTION SESSION**

### ***Monday, March 3, 2025 – 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 Code of Conduct (signatures) is the last two pages of this document or <https://nddeca.org/wp-content/uploads/2024/11/Code-of-Conduct.pdf> must be submitted with the application.
2. Officers are required to attend officer training, fall leadership conference, monthly virtual meetings, and state conference.
3. Officers should consider attending the Power Trip and the International Career Development Conference.

**For more information about the process of running for office or serving as an officer, contact the State Advisor, [dunorby@nd.gov](mailto:dunorby@nd.gov), or your local 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 website 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 completed entirely and submitted with your application.

## North Dakota DECA State Officer Association 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.

Conduct unbecoming of a North Dakota Association Officer will result in travel and representation restrictions or removal from office. A violation of the Conduct Unbecoming of a State Officer does not necessarily have to be associated with the officer's representation of DECA. Violations will be documented and penalties assessed by the State Advisor or local advisor.

If a North Dakota Association Officer violates the law they will be removed from office. The following are violations that will result in removal from office.

- 1. May not violate of LAW, including but not limited to: consuming or possessing alcoholic beverages or other controlled substance, theft, or other felony crimes.
- No use of tobacco products or e-cigarettes.
- No consumption or possession of alcoholic beverages.
- No use of narcotics or illegal drugs.
- No stealing.
2. Speeding, parking, etc. violations are not considered for removal.
3. Follow all rules of the North Dakota High School Activities Association.

Officers must attend the following. Check your school and personal/family calendars to make sure you can attend these dates before submitting your application.

Officer Training: June 8-11, 2025, Bismarck (Sunday, Monday, Tuesday, Wednesday)
Fall Leadership Conference: October 25-27, 2025, Fargo (Saturday, Sunday, Monday)
State Conference: February 28-March 3, 2025, Bismarck (Saturday, Sunday, Monday, Tuesday)

Power Trip and International DECA Conferences are optional.

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

I \_\_\_\_\_, a state officer candidate of the high school division of North Dakota DECA, understand and agree to this Code of Professional Conduct.

Signature of candidate \_\_\_\_\_ date \_\_\_\_\_
Signature of chapter advisor \_\_\_\_\_ date \_\_\_\_\_
Signature of parent or guardian of candidate \_\_\_\_\_ date \_\_\_\_\_
Signature of school administrator \_\_\_\_\_ date \_\_\_\_\_

This form must be signed and included in the officer candidate exam. It is effective when signed. Candidates violating any policy prior to election will be disqualified as a candidate.