



**NEVADA**  
STATE ASSOCIATION

## **EXECUTIVE COUNCIL CANDIDATE HANDBOOK**

**2026-2027**



**FCCLA**  
NEVADA



## **Executive Council Candidate Handbook and Application Information**

### **Welcome!**

We're so excited that you're interested in running for a State Executive Council position with Nevada FCCLA. Taking this step shows that you're ready to grow as a leader, represent your peers, and make a difference in your school, community, and state. Serving on the State Executive Council is a chance to use your voice, build lifelong skills, and be part of a team that helps lead Nevada FCCLA into the future. By choosing to run, you've already taken the first step toward leadership and success!

**Being an Executive Council Candidate (ECC)** is an exciting opportunity to grow as a leader, meet new people, and build your communication and leadership skills. No matter the outcome of the election, you should feel proud of what you've achieved by taking this step!

**Serving as an Executive Council member** is a big responsibility that requires dedication and a strong commitment to time. Nevada Family, Career and Community Leaders of America (Nevada FCCLA) must be your top priority throughout your entire term. At times, you may need to miss a game, activity, or event because of a Nevada FCCLA training or meeting. This is part of the commitment you accept as a student leader.

### **Eligibility:**

1. Currently an affiliated member in an active chapter.
2. Currently enrolled or has completed one semester (including middle school) in a career technical course in Family and Consumer Sciences, Teaching and Training, Hospitality and Tourism, Human Services, Arts and Design, Financial Services and Public Service.
3. Completed Power of One with Five Unit Recognition Application by March 1 of the year running or previously awarded..
4. The candidate has a 2.75 cumulative grade point average on a 4.0 unweighted scale.
5. Complete and submit the application and documents signed by the deadline set by the state office.
6. Prior to the State Leadership Conference, complete an online knowledge test during the testing window set by the state office.
7. Adhere to all election guidelines as listed in this document.
8. Attend State Leadership Conference and all ECC sessions, deliver a speech during the Business Session aligned with a topic established by the state office.

10. Completed the Power of One either prior to running or will receive the year of running.
11. Each local chapter shall have the privilege of nominating a candidate for office. Each local chapter may nominate members for additional officer positions up to a maximum of three candidates total. (2019) In addition, chapters may also nominate one individual for National Officer Candidate.
12. The eight candidates receiving the highest number of votes shall be elected to the state executive council The designation of each State Executive Council member's office shall be determined by the incoming State Executive Council.

### **Characteristics of an Executive Council Candidate**

1. Well-rounded, engaging, well-spoken, professional, and knowledgeable.
2. Project a desirable image of Nevada FCCLA at all times.
3. Conduct themselves in a manner that commands respect without display of superiority.
4. Maintain dignity while being personable, concerned, and interested in contact with others.
5. Motivate, inspire, and encourage members to participate in daily and consumer sciences education and Nevada FCCLA programming.
6. Work cooperatively with all of the Nevada Executive Council members as well as other members of career technical student organizations maintaining a cooperative attitude.
7. Willing to commit the entire year to Nevada Executive Council meetings and programming to be primary responsibility.
8. Knowledgeable of current events in the areas of family and consumer sciences, career technical education, and Nevada FCCLA.
9. Always use respectful language—whether you're talking to teammates, advisers, or members. The way you speak should show respect for yourself and for others' identities, experiences, and perspectives.
10. Avoid situations or activities that could cause others to question your character, judgment, or integrity.
11. Willing and able to independently travel while serving the Nevada FCCLA Association.

### **State Executive Council (SEC) Composition:**

The State Executive Council (SEC) is made up of eight elected student leaders who represent Nevada FCCLA. As part of the SEC, you'll be the voice of members across the state while helping to create programs, promote FCCLA, and grow membership.



**State Executive Council Positions: (Subject to change if Bylaws change)**

President, First Vice President, Vice President of Community Service, Vice President of Competitive Events, Vice President of Records, Vice President of Programs, Vice President of Membership and Vice President of Public Relations

**Application Process:**

**Application Deadline:**

Scan and upload all forms through the Executive Council Candidate Application Form on the State Executive Council tab on the Nevada FCCLA [website](#).

**Forms to Complete and/or Upload:**

- State/National Executive Council Application
- Headshot: Jpeg (FCLA Official Dress)
- Executive Council Contract
- Complete Power of One with Five Unit Recognition Application by March 1.
- Executive Council Photography and Website Consent Release Agreement
- Executive Council Social Media Code of Conduct
- Executive Council Code of Conduct/Procedures Agreement
- Nevada FCCLA Code of Ethics Agreement
- Nevada FCCLA Program and Event Release of Liability and Consent
- State/National Executive Council Required Written Questions
- Three Letters of Recommendation (Chapter Adviser, Administrator, Community Leader)
- Resume
- Current Transcript

**Resume Content:**

- Candidates Name
- Candidate's School, Chapter Name
- Nevada Region
- Candidate' Grade Level
- FCCLA Leadership



- FCCLA Competitive Events (State and National)
- FCCLA State and National Leadership Conference
- National Programs used with, State and Local Community Projects
- List school activities
- List community activities
- List major honors and awards received

### **Election Process:**

1. Nomination: with completed and signed application and documents, along with recommendation letter from current FCCLA adviser.
2. Complete online knowledge test prior to the State Leadership Conference during the testing window established by the state office.
3. Be in the official FCCLA dress code for the interview, Meet and Greet and Opening/Business Session.
4. Interview with the nominating committee.
5. Deliver prepared speech and impromptu question on stage during the Business Session at the State Leadership Conference.
6. Participate in the Meet and Greet Session at the State Leadership Conference.
7. If a candidate wishes to run to represent Nevada FCCLA as a national officer candidate they must complete all aspects of the Executive Council Candidate, participate in an additional interview process, be recommended by the nominating committee to proceed to deliver a prepared speech, and impromptu question and must be elected by the Nevada delegation.

### **FCCLA Knowledge Test**

1. The FCCLA Knowledge Test will be accessed by the FCCLA testing system platform.
2. The testing window will be determined by State Staff.
3. The test will have 50 questions, multiple choice and true or false to be completed in 30 minutes.
4. Executive Council Candidates' test score will be included in the total score.
5. Use the following resources to study for the test:
  - a. Nevada FCCLA website programming
  - b. National FCCLA website programming
  - c. Parliamentary Procedure

### **Nominating Committee Interview:**

1. Nominating Committee will consist of:
  - a. Graduating seniors SEC
  - b. Board Members
  - c. Business and Industry
  - d. Alumni and Associates
2. Each candidate must be FCCLA official Each candidate will have a 15-minute interview and be scored by a rubric.
3. Interview will consist
  - a. Each candidate will introduce themselves.
  - b. Must recite the FCCLA Creed.
  - c. Present prepared 2-minute speech on topic below
    - i. **2026 Speech Topic: “Explore how FCCLA connects members through shared goals, leadership experiences, and commitment to making a difference in families, careers, and communities.”**
  - d. One factual and one situation question.
4. After all candidates have been interviewed and scored a letter drop from the top fifteen (15) will take place at Conference Headquarters.

### **Voting Delegates:**

1. Each chapter designates two (2) members to be Voting Delegates.
2. The Delegates will receive a packet containing the following information:
  - a. Required Written Questions and Answers
  - b. Resume
3. Will sit in reserved seating for the Opening/Business Session.
4. Will cast a ballot to slate the new State Executive Council.
5. If a National Candidate is running, a ballot vote to confirm or reject the candidate will be submitted.

### **Top (15):**

1. Will participate in a Meet and Greet and the Opening Session at the State Leadership Conference. Voting Delegates will get to know the candidates.
2. During the Opening/Business Session when it is time for Candidate Speeches and Questions candidates will be escorted to a room where they cannot hear the speeches or questions.
3. Each candidate will be called individually to the stage to present the prepared speech and answer an impromptu question.
4. Voting Delegates will have their packet of information to take notes.
5. Once all candidates have presented their speech and question the Voting Delegate will have time to caucus with their chapter.
6. At the announced time Voting Members will proceed to the assigned room to turn in the candidate packet of information and cast their vote electronically.

### **Top Eight (8):**

1. State Executive Council Candidates will be notified at time specified in the conference agenda to pick up their letter at Conference Headquarters.
2. Newly elected State Executive council members are required to attend a transition training.
3. All newly elected State Executive Council members are to be in FCCLA attire for the transition training.

### **National Officer Candidate:**

1. Must have held a Nevada State Executive Council position prior to running.
2. They will participate in an additional in-depth interview during the interview process.
3. Must be elected to the State Executive Council.
4. If the candidate is not elected as a National Officer they will continue in their SEC role.
1. If the candidate is elected as a National Officer then they will forfeit the state role and serve as an advisory member when possible.
2. Candidates must schedule a regular meeting with the State Adviser to prepare for the National Leadership Conference.



**State Executive Council Requirements:**

1. Once elected to the State Executive Council members will be responsible for purchasing the official FCCLA jacket with the color of the top and bottoms to be determined by the council members. All will purchase from the uniform company provided by the state office.
2. Must attend the National Leadership Conference.
3. Must attend any in-person leadership training.
4. Must attend all virtual committee and State Executive Council meetings.
5. Must attend the National Networking Committee meetings as assigned by the State Adviser.
6. Must submit 5th of the Month Report to the State President.
7. Follow through on assigned areas in the Program of Work.
8. Communicate with the State Adviser.
9. The State Executive Council is encouraged to attend Fall Leadership Institute and/or Capitol Leadership.
10. Remain active in your chapter but do not hold a chapter office.

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\*\*The following documents will be a part of the application process.

<b>EXECUTIVE COUNCIL CANDIDATE CONTRACT</b>
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**Nevada FCCLA requires each executive council candidate to read and complete this form and return as part of their application.**

**Executive Council Candidate**

By signing below, I acknowledge the following statements:

- I will attend all official Executive Council meetings and required state events including but not limited to those listed below (dates and locations to be announced). I understand that my failure to do so may result in removal or resignation from office.
  - State Leadership Conference: March 10-12, 2026**
  - Executive Council Welcome Meeting (virtual)**
  - Executive Council Training In-Person (May or June)**
  - Executive Council Training Virtual (May - June)**
  - National Leadership Conference (July 6-10, 2026)**
  - Executive Council Training In-Person (July, Lake Tahoe)**
  - Executive Council Training Virtual (August - February)**
  - 100 X Leadership Training (August - March)**



**National Network Calls ( March - March)**

- I will purchase the official uniform package through information provided by state staff.
- I have read and met all of the qualifications for the Nevada FCCLA Executive Council.
- If elected, I agree that it is my responsibility to perform to the best of my ability and to place this obligation above other school co-curricular and extra-curricular activities, keeping in mind that I must maintain a satisfactory scholastic average. In the event that I graduate prior to completing my term of office,

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Council Candidate Name Printed

**Parent/Guardian**

It is an honor and a great responsibility for a student to be an Executive Council Member. Being an Executive Council Member will require your support financially, emotionally, physically, and in general, total parental backing. Our daughter/son has our permission to become a Nevada FCCLA Executive Council Candidate.

If elected, we shall cooperate in every way to assist her/him to attend the above meetings and to fulfill her/his officer responsibilities. If my child is elected to a Nevada FCCLA Executive Council position,

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature Name Printed



**Chapter Adviser**

I certify that this Executive Council candidate is a member in good standing of Nevada FCCLA. As a chapter adviser, I believe the candidate has the qualifications for the office she/he is seeking. If elected, I will assist in all assigned duties and attend all meetings as requested. By signing below, I acknowledge the following statements:

- Ensure that they follow the guidelines and responsibilities as stated in the Executive Council Handbook.
- Attend all required meetings and events.
- Serve as a consultant to help my Executive Council member prepare for his/her assigned responsibilities throughout his/her term.
- Monitor my Executive Council member’s academic progress and serve as a liaison for school officials, keeping school administration informed of Executive Council activities.
- Support the efforts and decisions of the Nevada FCCLA state staff as they endeavor to develop Nevada FCCLA Executive Council members to their highest potential as representatives of the national organization.

\_\_\_\_\_

Adviser Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Adviser Name Printed

**School Administrator**

The school administration gives approval for the above Nevada FCCLA Executive Council Candidate, and if elected, we pledge our support. I will assist the local adviser by sharing the school district’s transportation policies. I recommend this student as a candidate for the Nevada FCCLA Executive Council.

\_\_\_\_\_

Administrator Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Administrator Name Printed



**EXECUTIVE COUNCIL CANDIDATE PHOTOGRAPHY AND WEBSITE CONSENT RELEASE AGREEMENT**

I, \_\_\_\_\_, hereby give Nevada Family, Careers and Community Leaders of America the absolute right and permission to photograph me. I hereby grant to Nevada Family, Careers and Community Leaders of America all rights to reproduce and disseminate such photographs and images, in whole or in part, or altered in character or form, that will be used by the Nevada Family, Careers and Community Leaders of America in conjunction with presentations, programs and publications.

I further grant Nevada Family, Careers and Community Leaders of America all rights to further reproductions of such pictures and images through any media, for educational purposes, art, entertainment, advertising of, and internal use for other lawful purposes. I also grant Nevada Family, Careers and Community Leaders of America, Inc the right to copyright such pictures and images in its own name or to publish, to market, and to assign without compensation or report to me.

I hereby waive the rights or interests that I may have in the pictures or images, including any rights to inspect and/or approve the finished photographs and images or the use of which it may be applied so long as its use shall be lawful.

I expressly release Nevada Family, Careers and Community Leaders of America, Inc, their agents, employees, licensees and assigns from and against all claims which I have or may have for invasion of privacy, defamation or any other cases of action arising out of the production, distribution, publication, and exhibition of the photographs and images.

\_\_\_\_\_  
Executive Council Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Council Candidate Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**NEVADA FCCLA SOCIAL MEDIA CODE OF CONDUCT/PROCEDURES AGREEMENT**

I, \_\_\_\_\_, hereby agree to follow all guidelines of Nevada Family, Careers and Community Leaders of America, regarding social media use, this includes, but is not limited to Facebook, Twitter, Snapchat, TikTok and Instagram. As a member of the Nevada FCCLA Executive Council, I agree with the following:

I will not:

- Post any content on my social media pages that reveals myself or anyone else participating in any illegal activity or other questionable activities.
- Post anything that shows any political or religious beliefs which may alienate individual members or misrepresent the views of Nevada Family, Careers and Community Leaders of America, as a whole.
- Post any pictures or statuses that reveal public displays of affection (PDA).
- Post any content with vulgar language.

In addition, Executive Council Members will abide by the following guidelines:

- Executive Council members represent themselves as teens as well as Nevada Family, Career and Community Leaders of America. Personal social media posts must reflect modesty, leadership, and professionalism at all times. Content that includes revealing clothing or any imagery or language inconsistent with FCCLA values is not permitted. Members are expected to maintain a positive online presence that upholds the integrity of Nevada FCCLA.

**PROCEDURES:**

1. The Executive Council reports to the State Adviser while serving in their role.
2. If an Executive Council member violates the Code of Conduct, the State Adviser—together with the local adviser, school administration, and management team will address the situation. Consequences may include being sent home at the member's own expense and/or removal from office.

"I have read and fully understand the Nevada FCCLA Executive Council Conduct/Procedures Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."



If I am found in violation of these areas, state staff will decide upon a consequence that fits the transgression.

_____ Executive Council Candidate Signature	_____ Date
_____ Executive Council Candidate Name Printed	
_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Name Printed	
_____ Adviser Signature	_____ Date
_____ Adviser Name Printed	



**NEVADA FCCLA CODE OF ETHICS AGREEMENT**

The two decision-making bodies of Nevada Family, Career and Community Leaders of America (Nevada FCCLA) are: for policy – the Nevada FCCLA Board of Directors (State Executive Council Members serve on Committees of the Board and the Board of Directors in ex-officio capacity); and for management – state staff. Conduct of FCCLA Board of Directors, State Executive Council, and the state staff shall be above reproach and maintain the respect and trust of each other and all members.

As a State Executive Council Member, I will

- Listen carefully to my teammates, and those served by the State Executive Council
- Respect the opinion of other State Executive Council members
- Respect and support the majority of decisions of the State Executive Council
- Recognize that all authority is vested in the State Executive Council when it meets in legal session and not with individual council members
- Keep well informed of developments that are relevant to issues that may come before the State Executive Council
- Participate actively in State Executive Council meetings and actions
- Call to the attention of the State Executive Council any issues that I believe will have an adverse effect on Nevada FCCLA and those we serve
- Attempt to integrate the needs of beneficiaries of the SEC and interpret the action of the State Executive Council to its beneficiaries
- Refer complaints to the proper level on the chain of command
- Represent all the beneficiaries of the State Executive Council and not a geographic area or special interest group
- Do my best to ensure that the State Executive Council is well maintained, financially secure, growing and always operating in the best interest of its beneficiaries
- Always work to learn more about the executive council member's roles and responsibilities
- Declare any conflict of interest between my personal life and my position on the State Executive Council, and avoid voting on issues that appear to be a conflict of interest

As a State Executive Council Member, I will not –

- Be critical, in or outside of the State Executive Council meetings, of other council members or their opinions



- Use the State Executive Council or any part of the State Executive Council for my personal advantage of my friends or relatives
- Discuss the confidential proceedings of Nevada FCCLA outside the State Executive Council meetings
- Promise prior to a meeting how I will vote on any issue in the meeting
- Intervene with duties of State Staff or undermine State Staff authority
- Any infringement of these guidelines shall be addressed in a timely manner by state staff.

I have read and understand the Executive Council Handbook and Code of Conduct under which the FCCLA Executive Council operates. The Code of Conduct is found in the Executive Council Handbook. As a member of the Executive Council, I agree to adhere to the Code of Ethics of Nevada Family, Career and Community Leaders of America, Inc. throughout my term.

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Executive Council Candidate Signature

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Date

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Executive Council Candidate Name Printed

