



## **Oklahoma SkillsUSA Championships Official Operating Policies**

(\*Revised 11/18/2021)

### **Philosophy**

The Oklahoma SkillsUSA Championships motivate Trade and Industrial Education students and teachers to be their best. The competitions are supported and evaluated by representatives of business, industry and organized labor. The Oklahoma SkillsUSA Championships also promote the quality of vocational education to the American public.

Our philosophy is to reward students for excellence, to involve industry in directly evaluating student performance, and to keep training relevant to employers' needs. Approximately 500 judges and contest organizers from the ranks of labor and management make it possible. They not only design the contests-they provide equipment, tools, supplies, money, executive time, talent, technical expertise, and awards for the winners.

### **General Regulations**

#### **I. Membership and Eligibility for Competition**

Any participant in SkillsUSA competitive events must be an active SkillsUSA member. The first roster is due to National SkillsUSA by November 1 and should include the names of students currently enrolled in classes. Names of students enrolling after the first semester ends should be submitted for membership on a roster due to National SkillsUSA by February 1.

Students transferring from an out-of-state school to an Oklahoma school should call the State SkillsUSA office to verify payment of dues. (Note: Student will need to pay state dues but will not be required to pay national dues again). Students transferring to another Oklahoma school should call the state office to verify payment of dues from the previous school.

Secondary students are students who are enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to trade and industry. They must have been earning credit towards high school graduation during the school year immediately preceding the State SkillsUSA Conference and must not reach their 21<sup>st</sup> birthday on or before date of competition. (Note: Twenty-one is the maximum age for participants in interscholastic competition as established by Oklahoma Secondary School Activities Association.)

Postsecondary contestants are students who were enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related to trade or industry during the school year immediately preceding the State Conference.

**A postsecondary student previously employed as a professional with more than two years' industry/work experience may not compete in a contest that evaluates skills from his or her professional work experience.**

Note: Postsecondary contestants may compete for only two years in the same contest.

A SkillsUSA member may enter only ONE leadership contest and ONE occupational skill contest/occupationally related contest at the district/regional and state level. In the occupational areas with more than one skill contest, contestants must make a selection and cannot change after district/regional-level competition.

At the national level, contestants may enter only ONE contest. (See page 11 of the *SkillsUSA Championships Technical Standards*.) Contestants placing first in both a skill and leadership contest at the state level must select one contest to enter at the national level and notify the State SkillsUSA Office with the decision immediately following the State Awards Ceremony.

All team events must be composed of members in the same division (i.e., secondary or postsecondary.)

All contestants or participants must meet requirements set forth by the Secondary School Association. All contestants or participants attending any SkillsUSA function must be accompanied by a school representative or an adult chaperone approved by the school.

## **II. Registration for Competition**

To ensure a student's eligibility, registration must be submitted online according to established due dates. A \$10 per person late fee for district/regional contests and a \$20 per person late fee for state contests will be charged for all registration not submitted by the registration due date. Registration should not be delayed by waiting on a school check or purchase order. The registration should be completed online and followed up with a phone call to the State SkillsUSA office informing them of the PO number.

The online registration system makes it possible for you to print an invoice at the time of registration. It is the responsibility of each SkillsUSA advisor/instructor to send a copy of the invoice to the Finance Office at each school. Checks should be made payable to Oklahoma SkillsUSA.

## **District/Regional Registration**

A “no refund policy” for district/regional contests has been established. Only contestants, models, voting delegates and officer candidate names should be submitted. (Do not submit names of models or alternates!) A contestant competing in both a leadership and a skill contest should pay only one registration fee. Members serving as voting delegates or officer candidates and competing in a contest should pay only one registration fee. Schools are responsible for the registration fees for all registered contestants.

## **State Registration**

The names of all participants - skill and leadership contestants, models, voting delegates, officer candidates, campaign managers, American Degree Candidates, Courtesy Corps members, laborers, helpers, as well as advisors, chaperones, and school representatives responsible for students - must be registered. There will be no refunds for any cancellations after the designated due date set by the state office.

Registration for state must be completed using the online system. You only need to register each participant once – even if they are in more than one contest. You will have the opportunity to print a listing of those you register as well as an invoice. NOTE: It is the responsibility of the person registering to obtain a purchase order number and get the invoice to their finance office.

Students competing in any completion will NOT be allowed to serve as Courtesy Corp members. Courtesy Corp registration is reserved for local and district officer not competing in any contest at the State Leadership and Skills Conference.

## **III. Substitutions for Competition**

Because of the Secondary School Association “no pass, no play” rule for high school students, instructors may make contestant substitutions at the district/regional level contests. However, it is the responsibility of the instructor/school to make sure each competitor is a paid SkillsUSA member.

In the event a district/regional qualifier is unable to participate at the State Conference, the State SkillsUSA Office should be notified immediately and the next highest-placing contestant will be notified up to one week before the conference. If there is no regional/district elimination competition, substitutions may be made until the designated date set by the state office. There will be no onsite substitutions. Substitutions may be made for team competitions as long as at least 50% of the original winning team is present at the state contest. In all situations, it is the responsibility of the instructor/school to make sure each competitor is a paid SkillsUSA member.

#### **IV. Host School Rule**

In hosting certain regional skill contests, the host school students may have a distinct advantage over the visiting schools because of familiarity with shop and equipment. In these contests, a school may automatically send students to state competition. These contests are Automotive Service Technology, Graphic Communications, and Internetworking. (Note: These are the only contests in which the host school rule may apply.)

If the contest is held at a neutral site, the host school rule does not apply. Examples: Contests held at OSU Tech in Okmulgee is considered a neutral site. If students from a school that is hosting a regional contest go to another region to compete, the host school rule does not apply.

#### **\*V. Professional Development Test and Contestant Resumes**

\*Each individual contestant in both leadership and skill contests will be required to take a Professional Development (PD) Knowledge Test. The test will be prepared by the State SkillsUSA Office, and the results will be calculated as 5% of the final score of the contestant. Test questions will be based on the SkillsUSA Framework, and SkillsUSA History and Facts. As study guide and sample PD test is available through the state office. All testing will be done online.

\*Every contestant competing at the district/regional, state and national level **MUST** submit a resume. There will be no scoring of the resumes but there will be a penalty of 1% if a contestant fails to submit a resume.

#### **VI. Observer Rules**

##### **District/Regional and State Leadership Contests**

Observers for Leadership Contests at the district/regional level and state level are subject to approval by the contest chairman. (No observers are allowed in the Job Interview, Quiz Bowl or Opening & Closing Ceremony contests.)

If observers are allowed, the following guidelines must be followed:

- Observers may only enter and leave the contest room at the designated time between contestants.
- Observers must sit in designated seating - if all chairs are taken, standing observers must leave until chairs become available.
- No cameras with flashes or recording devices are allowed.
- No observers are to be allowed in the holding room or the preparation room at any time.
- Observers must refrain from talking or gesturing (e.g. encouraging smiles, sitting up straight, waving medallions, etc) during the actual competition. Any gesturing or talking must be reported to the contest chairman who will ask the offenders to leave the contest room. Penalty points will be assessed.
- Observer guidelines may be read before each contestant's competition (if applicable).

## State Skills Contests

- A roped or otherwise marked area may be designated for observers.
- No observers, including SkillsUSA advisors, may enter the designated contest area without the approval of the contest chairman.
- No observers will talk or gesture to contestants. Judges will disqualify contestants who accept assistance from observers.
- No observers will be permitted in the contest holding room or at the pre-contest orientation meeting unless specifically invited by the chairman.
- No cameras with flash attachments or recording devices of any kind will be permitted in any contest area without the consent of the contest chairman.

## VII. Clothing Requirements

**Official SkillsUSA attire for males:** official red blazer, sweater, or windbreaker worn with a white dress shirt and black tie, black trousers, and black socks/shoes.

**Official SkillsUSA attire for females:** official red blazer, sweater, or windbreaker worn with a businesslike white blouse, black skirt or slacks, black shoes, and black sheer or skin-tone seamless hose and black dress shoes.

**Note:** T-shirt style tops are not approved.

At the district/regional level, a five percent penalty will be assessed to all leadership contest participants who are not wearing Official SkillsUSA attire.

Official SkillsUSA attire or clean work clothing is appropriate for regional and state occupational skill contests. Clothing items (shirts, jackets, or caps) with identification of contestant or school are prohibited.

Official SkillsUSA attire is required during General Sessions, Delegate Sessions, and Leadership contests at state conferences. No T-shirts or jeans are permitted.

Official SkillsUSA attire is required during the awards session at the State Conference. Any contest winner who is not in official SkillsUSA attire will not be permitted on stage but will be escorted behind stage to receive his or her medallion and awards. The awards ceremony is the “showplace” of the state conference, and many industry guests and VIPs are invited to present medallions and honor students.

During recreation or free time, casual clothes are appropriate. Sexually suggestive clothing, any clothing with suggestive wording or advertising, and other items that would reflect negatively on the school or Oklahoma SkillsUSA are prohibited at all times at all conference levels.

### **VIII. Release of Contest Results**

A listing of contestant ranking will be available on the Oklahoma SkillsUSA website following the state conference. Due to the privacy laws of Oklahoma, we are not allowed to publish the actual scores of any contestants. If you would like the scores for your contestant, you will need to contact the state office and talk to the appropriate program specialist. The instructors are asked to share the information with students for educational purposes only.

### **IX. Donations and Industry Awards**

The SkillsUSA Oklahoma State Office recommends that prizes or gifts be solicited and collected by contest judges, contest technical committee members, advisory committee members and/or the SkillsUSA Oklahoma State Director.

School letter head, school logo or email should not be used to solicit prizes. Any letter or correspondence distributed with intentions of soliciting gifts or prizes must have the Official SkillsUSA Oklahoma letter head and/or logo. An official prize request letter is available for advisors through the SkillsUSA Oklahoma State Director.

SkillsUSA Oklahoma recommends contest prizes be collected for the State Conference only. This recommendation is due to our business and industry partners being approached several times to donate prizes or gifts for SkillsUSA events and is creating an undue burden.

All prizes or gifts collected must be recorded on the "Industry Awards/Donations Information Sheet". \*No items will be accepted without proper documentation on this form. The "Industry Awards/Donations Information Sheet" must be returned to the SkillsUSA Oklahoma Office upon completion of event.

The Awards Chair as determined by each trade group is responsible for the coordinating of any and all awards presented to student winners of any competitive event at the Oklahoma State SkillsUSA Conference.

Awards presented to SkillsUSA winners shall be related to the particular skill being demonstrated or occupational training objective of the contestant.

Awards shall be of the following types:

- Scholarships shall relate to the furthering of the student's occupational education. All Scholarship monies shall be coordinated through the State SkillsUSA Office.
- Tools shall relate directly to the occupational training area of the student winner. Should a company desire to allow the winner freedom of choosing tools, funds shall be coordinated through the State SkillsUSA office.

- Books and manuals shall relate to the student’s occupational training objectives. Should a company desire freedom of choice to the winner, funds shall be coordinated through the State SkillsUSA Office.
- Educational trips shall be designed to further the student’s occupational education.

There shall be no awards presented in cash. Contributions of this type shall be made payable to Oklahoma SkillsUSA for cost of a specific item.

There shall be no awards or trophies, other than the official medallion presented by Oklahoma SkillsUSA.

Awards of equal value shall be given to the high school and postsecondary winners. It is strongly recommended that the two second-place and two third-place winners be recognized as well.

The Oklahoma SkillsUSA office has final authority as to what awards shall be given and to whom.

#### **X. Grievance Policy**

The Oklahoma State SkillsUSA Director will officially recognize only those grievances filed by a SkillsUSA Advisor or the person responsible for a school delegation. Problems are to be considered in the following manner:

#### **DISTRICT/REGIONAL CONTESTS**

- The local advisor will file a written statement describing the situation in question and violation of the *SkillsUSA Championships Technical Standards* or Oklahoma SkillsUSA Official Operating Policies for Competitions.
- This written statement must be signed by the SkillsUSA advisor and filed with the State SkillsUSA Director the day of the contest. In the event the State SkillsUSA Director is not present, the grievance may be filed with a program specialist, district advisor, or mailed to the state office within three days of the contest in question.
- No action will be taken, however, until the State SkillsUSA Director is consulted and has met with the program specialist for the contest in questions and the state program administrator.
- A response from the State SkillsUSA Director will be sent in written form to the advisor within 7 working days.

## STATE CONTESTS

- The local advisor/instructor will file a written statement describing the situation in question and violation of the *SkillsUSA Championships Technical Standards* or Oklahoma SkillsUSA Official Operating Policies for Competitions.
- This written statement must be signed by the advisor and filed with the State SkillsUSA Director **by 8:00 p.m. on the day of the contest**.
- No action will be taken, however, until the State SkillsUSA Director is consulted and has met with the program specialist for the contest in questions and the state program administrator.
- A response from the State SkillsUSA Director will be sent in written form to the advisor prior to the Awards Ceremony.

## XI. Code of Conduct at State Conference

All participants shall abide by all local school rules, practices and procedures. All participants shall keep the designated school personnel informed of their activities and whereabouts at all times. Individuals not officially registered with the conference will not be permitted at the hotel or in any conference area. Participants shall not use their own car or ride in cars belonging to others during the state conference unless accompanied by an authorized advisor. All participants shall attend all sessions and assigned activities. All participants are responsible for knowing their own schedules as well as being prompt and prepared for all conference activities.

### Name Badges

Name badges are needed for entry to all conference meetings, contests, and events. Replacement for lost name tags must be made by an advisor in hotel headquarters.

### Dress Code

See Section V. Clothing Requirements

### Hotel and Safety

Official check-in time at each hotel will be published each year. A school purchase order must accompany rooming list for “direct billing” procedures. Hotel check-in procedures will be completed as rooms become available in the hotel. Upon check-in, the hotels will ask for each advisor’s signature on a release that holds that individual and the school solely responsible for all guest rooms for which that advisor is responsible. Any charges incurred because of damage to the guest rooms or extensive cleaning that might be needed will be the responsibility of the advisor who signed the release. In addition, each advisor (one per 8 rooms) will be given a pre check-in report and post checkout report. Each advisor will check all eight rooms for any damages, cleanliness, etc., prior to the students occupying the rooms. The advisor will turn in



the checklist on the day of arrival to the front office manager on duty. Upon checkout, again each advisor will inspect all eight rooms for damages, cleanliness, etc., and turn in the checklist to the front office manager on duty before leaving the hotel. All room keys must be returned to the front desk during checkout by advisor. Each school will be responsible for unpaid charges left on account at time of checkout and any property damage within their assigned room blocks. Any arrangements for checkout after 12 noon must be made by an advisor with hotel staff.

Males are not allowed in females' rooms, and females are not allowed in males' rooms unless an advisor is present. Breaking this rule can result in the entire delegation being sent home. Should the members involved be contest winners, all medals, trophies, ribbons, certificates, and industry awards will not be awarded. Students will stay in hotel and conference areas at all times unless accompanied by an advisor. For safety reasons, anyone leaving the hotel should go in groups, with permission from an advisor.

### **Tobacco, Alcohol, and Controlled Substances**

Smoking will be strictly prohibited in any of the public areas by any high school student. Tobacco in any form for postsecondary students and advisors is not permitted while wearing official attire. Use of alcoholic beverages or any controlled substance is strictly prohibited by any conference attendee. Violations are subject to immediate disciplinary action, which includes being sent home at the student's expense. Medals, trophies, ribbons, certificates, and industry awards will not be awarded to violators.

### **Curfew**

Curfew each night is listed in the conference program and will be strictly enforced. All students are to be in their rooms as assigned by the school by curfew. Failure to comply may result in all students involved being sent home immediately at their own expense. Medals, trophies, ribbons, certificates and industry awards will not be awarded to violators.

## **XII. Suggestions for Advisors Supervising Students during State Conference**

### **Before Conference**

Use appropriate local procedures to make hotel reservations and transportation. Submit appropriate forms to State Office by established deadlines. This information can be found on the Oklahoma SkillsUSA website.

Distribute and review forms needed for appropriate caretaking of students (i.e., *Student Conduct Practices and Procedures, Medical Release Forms*, eligibility slips) and secure appropriate signatures. Prepare students for conference activities by reviewing the *Tentative Conference Schedule for State Conference*. Highlight importance of general sessions, leadership

and occupational skill competitive events, leadership workshops, officer elections, delegate sessions, etc.

Collect all forms and any money required from students. Verify that all needed student forms (*Student Conduct Practices and Procedures, Medical Release Forms*) have appropriate signatures and are in your possession **or** with the assigned school person who will be responsible for keeping them during the conference. Make sure that you have a copy of your *Hotel Reservation Form, purchase order, and tax exemption form with you.*

Meet with all participants to discuss pertinent conference details:

- inform them of time, date, place of departure/return
- recommend amount of money they will need to take with them and how to care for their money
- provide address and phone number where students may be reached while away
- review expected student behavior, curfew, attendance, hotel etiquette, etc.
- explain who is responsible for paid TV and movie charges, telephone charges, and damages to hotel or missing articles from room, etc.

### **Conference Arrival**

Have students remain on bus or in car while hotel registration procedures are completed. Take a copy of your *Hotel Reservation Form, purchase order, and tax exemption form* with you to hotel's front desk. Official check-in time is 4 p.m. Hotel check-in procedures will be completed as rooms become available in the hotel. Upon check-in, the hotels will ask for each advisor's signature on a release that holds that individual and the school solely responsible for all guest rooms for which that advisor is responsible. Any charges incurred because of damage to the guest rooms or extensive cleaning that might be needed will be the responsibility of the advisor who signed the release. In addition, each advisor (one per eight rooms) will be given a pre-check-in report and a post-checkout report. Each advisor will check all eight rooms for any damages, cleanliness, etc., prior to the students occupying the rooms. The advisor will turn in the checklist on the day of arrival to the Front Office Manager on duty.

Distribute keys to students and emphasize that students are to sleep in assigned rooms. Announce time for school participants to review detailed conference information and expected conduct. Complete on-site registration in posted Headquarters Room at the hotel.

Distribute name badges and conference programs and emphasize pertinent information related to conference behavior (e.g., smoking prohibited in any of the public areas by any secondary student, attendance in attire during general sessions, curfew, no use of alcohol or controlled substances, use of their cars, staying in hotel-they should not leave hotel alone or without advisor's knowledge and permission, etc.)

Meet with students 30 minutes prior to curfew to provide a wrap-up of day's activities and to review the next day's activities, settle them down, answer their questions, make sure they have materials needed, verify wake-up calls, explain security procedures, etc. Emphasize that all conference activities and rules apply to high school and adult students. Successful techniques for monitoring students' activities after curfew vary (e.g., pop can on door knob, toothpick leaned against door, taping of door facing, hall monitoring, etc.) Whatever method you use, make sure that students know that you are responsible for their whereabouts and that you will be checking! If students do not show up for curfew, ask all students when/where missing person(s) were last seen and what their plans were. Follow up on these possibilities. If students are not found, notify hotel security, State Director, and designated school personnel. Contact appropriate school officials and parents to make arrangements to send student home.

### **Conference departure**

Upon checkout, again each advisor will inspect all eight rooms for damages, cleanliness, etc., and turn in the checklist to the Front Office Manager on duty before leaving the hotel. All room keys must be returned to front desk during checkout by advisor. **Each school will be responsible for unpaid charges left on account at time of checkout and any property damage within their assigned room blocks.** Any arrangements for checkout after 12 noon must be made by an advisor with hotel staff.

## **XIII. District Officers, State Officers and Voting Delegates**

### **District Officers**

#### **Selection and Election of District Officers**

Each school/campus may nominate two candidates for a district office.

Candidates may be nominated for a member of the district officer team. The members elected to the district officer team must attend the Summer Leadership Institute (SLI). During SLI, specific offices will be determined by the District Officer Team and District Advisors.

The candidates must be active members with at least one year of school remaining and must remain enrolled in a Trade & Industrial program. The candidate must be currently enrolled in the program that is nominating him/her.

Officers will be selected from only those filing for office unless there are fewer than seven candidates. Members may make nominations from the floor if there are fewer than seven candidates. Nominations from the floor must be endorsed by an advisor.

Each candidate, including the candidates nominated from the floor, must show proof of completing Level 1 of the Professional Development Program, and each candidate must give a campaign speech.

The elected officers must attend the Summer Leadership Institute, and if unable to attend, the school advisor may designate someone else from the school to hold that office. If no one from the elected officer's school attends, the District Advisor may replace the officer with a student from any school that is in attendance.

### **Duties and responsibilities of District Officers**

New district officers elected during District Leadership Conferences and district officers who completed a year's service may serve as Courtesy Corps members during the Oklahoma State Leadership Conference. All Courtesy Corps members must complete a Courtesy Corps Statement of Understanding signed by parent, student, instructor, and administrator.

District Presidents (only) are members of The Oklahoma SkillsUSA Executive Council and are invited to attend two meetings per year.

All officers are required to participate in the Summer Leadership Institute. This conference provides the leadership training for the District Officers to conduct District Activities such as secondary Fall Leadership Conferences and Spring Leadership Contests.

District officers plan and participate in District Fall Leadership Conferences.

District officers plan and participate in Spring Leadership Contests.

District officers represent their district in meetings/assignments arranged by District Advisors and the State Director.

### **State Officers**

#### **Selection of State Officers and National Officer Candidates**

- A maximum of 12 secondary state officer candidates and 4 post secondary national officer candidates who meet the minimum criteria by the selection committee will be placed onto the ballot at the Oklahoma SkillsUSA State Leadership and Skills Conference. A maximum of 4 Eastern post-secondary and 4 Western Region post-Secondary candidates who meet the minimum criteria by the selection committee will be placed on the ballot at the Oklahoma SkillsUSA Post Secondary State Conference.
- The state officer candidates, post-secondary officer candidates and the national officer candidates will be required to participate in an officer screening process. The officer screening will be conducted prior to the conference at which the delegate voting takes

place. The officer screening process will account for 50% of the total vote with the delegate votes accounting for the other 50%. Secondary state officer candidates will be required to pass the PD test to be taken at the officer screening with a score of \*75% or above to be an officer. Postsecondary state officer candidates will be required to take a PD test that will be added as a point total to the officer screening process. Postsecondary state officer candidates will complete the career essentials during their term of office.

Each school/campus may nominate two secondary candidates and two postsecondary candidates for a State Office and two candidate for a Postsecondary National Officer candidate.

Nomination form must be received in the state office by the designated deadline listed on the "Officer Nomination Form". This form may be found on the Oklahoma SkillsUSA website.

Secondary candidates must be a paid member with at least one full year of high school and one year of vocational instruction remaining.

Postsecondary candidates must be paid members with at least one full school year of vocational instruction remaining.

Secondary Officer Candidates and National Officer Candidates must have completed the Level I competency in the PDP book.

Regional Postsecondary Officer Candidates, if elected, must complete the Level I competency in the PDP book before the end of their term in office. A signed agreement to follow this requirement must be submitted with the State Officer Nomination Form prior to running for office.

### **Campaigning for a State Office**

Each candidate will be required to attend a "Screening/Testing" Meeting in Stillwater on the designated date listed on the "Officer Nomination Form".

Each candidate must do the following at the Office Candidate Screening/Testing meeting:

- All candidates must take a written PDP (Professional Development Program) test and must score \*75% or better to be placed on the ballot at the State Conference.
- All candidates must recite the SkillsUSA Pledge.
- All candidates must recite one of the SkillsUSA officers opening ceremony parts (of their choice).
- All candidates must go through an interview with an interview committee.

- The screening process will account for 50% of the total votes during the election process. The other 50% will be come from delegate votes at the delegate session Oklahoma SkillsUSA State Leadership and Skills Conference.

### **Campaign Guidelines**

- **Any violation to the campaign guidelines will result in disqualification.**
- **No campaigning is allowed prior to or outside assigned campaign area at the State Conference Voting Delegate Session.**
- Campaign material allowed only in the voting delegate session area during the designated time.
- Each candidate will draw for a campaign space in the designated campaign area. In this space, the candidate or their campaign manager, will setup a self-supporting bulletin board that is no larger the 3' x 2'. The candidate is responsible for providing the board and an easel. NOTE: Campaigning is only allowed in this assigned area.
- Candidates and/or their managers will be allowed 30 minutes to setup their campaign display and other materials. No tables will be provided.
- During the delegate session, the candidate and their manager – only – are allowed to distribute campaign materials.
- A maximum of **\*\$100.00** (purchased, donated, or borrowed) may be spent on the entire campaign. This amount also includes the materials used on the bulletin board, but not the board itself. The fair market value of all donated materials must be included in the \$75.00 (excluding the cost of the board).
- No unwrapped candy or gum will be allowed.
- A letter signed by the local school administrator containing an itemized list of all campaign expenses must be supplied to the chairperson of the voting delegate session. This letter shall be given to the chairperson no later than 15 minutes before the beginning of the voting delegate session.
- A 30 minute “Meet the Candidate” reception will be held during the session. Voting delegates will use this time to visit with either the candidate and/or the campaign manager.
- At the end of this reception, all candidates must report to the holding area.
- Campaign speeches shall be limited to 2 minutes.
- Candidate response to a problematic question will take place immediately after each candidate’s campaign speech.
- Problematic question responses shall be limited to 1 minute.
- A campaign committee will assist with the delegate session.
- Props are allowed during the candidate’s speech if it fits in their pocket

During the delegate session, candidates will be kept in a reserved room and be escorted to and from the delegate session.

All candidates will deliver a campaign speech (two minutes maximum). Candidates must wear official attire.

New officers will be installed during the General Session, and a brief new officer meeting will be held following the conclusion of the Awards Ceremony.

### **Responsibilities and Duties of State Officers**

- Each officer must be totally dedicated to Vocational Education through Trade and Industrial Education and SkillsUSA.
- Each officer must be willing to commit the entire year to State Officer Activities and to properly perform the duties of his/her elected office.
- Each officer must be willing and able to travel without involvement that create conflicts at home, work, or school.
- Each officer must be willing to work to develop into an effective public speaker and to project a desirable image of at all times.
- Each officer must be prompt with all thank-you notes, letters, reports, and other correspondence that is necessary and desirable.
- Each officer must work to improve their ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
- Each officer must be willing to search out and accept evaluation of his/her performance.
- Each officer must be willing to keep up to date on current events.
- Each officer must forego use of all alcohol, tobacco, and non-prescriptive drugs while involved in any official or unofficial activity while representing SkillsUSA.
- Each officer must maintain proper cleanliness and personal grooming at all times.
- Each officer must serve as a member of the State Officer Team by maintaining a cooperative attitude and by respecting the thoughts and ideas of each member.
- Each officer must be willing to take and follow instructions as directed by adults charged with responsibility for officer behavior, caretaking, and safety.
- Each officer must avoid language, behavior, places, or activities that would raise questions related to moral character or conduct.
- Each officer must be willing to place boy/girl friend activities second to fulfilling their officer responsibilities.
- Each officer must use proper grammar in speeches and informal conversations.
- Each officer must avoid participation in and actively discourage any conversations which belittle or downgrade any member, officer, or adult.
- Each officer must maintain acceptable grades in both home high school and technology center programs to ensure participation in officer activities.
- Each officer must maintain good attendance record at his/her technology center and at home high school to ensure his/her ability to participate in officer activities.

- Each officer must attend the first Officer Training Session in May, CareerTech University in May, National Leadership Conference in June, Summer Leadership Institute in June, Executive Council meetings, the Oklahoma State Leadership Conference & Skills Contest the following year, and other conferences/meetings deemed necessary by the state director.  
(Note: The majority of the expenses incurred while serving as a state officer will be provided or reimbursed by Oklahoma SkillsUSA)
- Optional activities include Washington Leadership Training Institute in September, District Fall Leadership Conferences, District Spring Leadership Conferences, and Regional Skill Contests.

## **Voting Delegates**

### **Selection of Voting Delegates**

- Each school shall select delegates who shall be considered voting delegates at the district and state leadership conferences.
- The number of secondary delegates shall be two per chartered school plus one for each 50 active secondary members above the first 50, plus one for 100 percent of the total possible membership.

### **Voting Delegates Instructions**

- Voting delegates must attend all delegate sessions and should arrive before each session convenes.
- Roll call will be taken at designated delegate sessions. When the name of each school is called, all voting delegates must rise. One member from each delegation will be assigned to be responsible for answering the roll for the respective school. The suggested manner for answering roll is, “(school) is present with (number of ) official voting delegates.” The voting delegates will remain standing until the presiding officer has finished counting.
- After roll call has been completed, a voting delegate may not leave or enter without permission of the presiding officer. No voting delegate will be seated without permission given by the presiding officer. Any voting delegate who is absent after roll call has been completed will not be allowed to vote during the delegate session

The agenda will follow this outline:

Roll call

Campaign speeches and answering of problematic question



## Officer reports

### New business (i.e., ballot and/or constitutional amendments)

- All motions must be presented in writing to the chair.
- Limit of Debate: A delegate will be given a maximum of three minutes to debate each debatable motion the first time he/she is recognized. A delegate will not be recognized to speak a second time on a motion (except for point of clarification) until all delegates wishing to speak have been recognized. A delegate debating a motion the second time shall be limited to one minute. A delegate may debate a motion a maximum of two times.
- Voting delegates must stand to be recognized during the business session. When recognized, a voting delegate must give name and chapter before discussing business.
- Voting delegates must practice Parliamentary Procedure or be subject to reprimand by the presiding officer.
- Voting on district and state officers shall be done by secret ballot.
- Delegates are expected to remain professional during all delegate sessions.
- Advisors are not allowed to be on the floor or to communicate with delegates during sessions.
- An officer candidate may **NOT** serve as a delegate.