

# NOMINATION AND ELECTION GUIDELINES

The chapter advisor is the only person authorized to initiate state officer candidacy. There are two phases leading to the election of an Oregon HOSA state officer: (1) Nomination and (2) Election.

## ELECTED OFFICES AT THE SPRING CONFERENCE

President-Elect, Secretary, Historian/Reporter, Regional Vice Presidents, Collegiate Representative.

## ELIGIBILITY

1. A candidate must be an active member in good standing of Oregon and National HOSA by the published deadline date.
2. A candidate should have held or be holding a chapter office, but it is not required.
3. A candidate must be enrolled in a state approved health sciences program and be an active member of HOSA for the duration of their term of office.
4. **To be eligible to run for a state office, each candidate must be in attendance at the conference, attend the candidate briefing session, give a campaign speech, and answer interview questions.**

## NOMINATION

1. Official nomination forms will be sent only to the chapter advisor. It is the chapter advisor's responsibility to have the nomination forms completed by the candidate and returned to Oregon HOSA.
2. The forms, which must be completed and submitted by the candidate on or before the deadline, are:

APPLICATION FORM	Basic Candidate information.
INFORMATION GUIDE	Information for voting delegates (see form).
LETTER OF INTRODUCTION	Introduction of yourself & goals, with picture of yourself

**NOTE: Send 30 copies of the Information Guide and 30 copies of the Letter of Introduction to the HOSA State Office**

AGREEMENT	Approval and support by all parties concerned for candidate's commitment to office.
CODE OF CONDUCT	Agreement to maintain proper conduct.
MEDICAL RELEASE	State Officer's Medical release form for the duration of the term of office.

TRAVEL EXPENSE POLICE Explanation of expenses paid for by State Officer and those paid by State HOSA

REQUIRED STATE OFFICER MEETINGS A list of all required meetings and scheduled dates

LETTERS OF RECOMMENDATION

**COMPLETED STATE OFFICER CANDIDATE TEST ~~ NEW THIS YEAR!**

**STATE OFFICER CANDIDATE APPLICATION PACKETS MUST BE MAILED TO THE STATE HOSA OFFICE BY MARCH 15:**

**OREGON HOSA  
2611 PRINGLE RD SE  
SALEM OR 97302**

## **GUIDE TO THE CANDIDATES**

Packets will be available to voting delegates at the conferences. A candidate's Letter of Introduction should include the following:

- Experience
- Scholastic Aptitude
- Speaking Ability
- Responses to Published Questions
- Appearance and Personality
- Ability to "think on feet," as evidenced by candidate's extemporaneous responses to questions
- Commitment to responsibilities of being a state officer of Oregon HOSA

## **CAMPAIGN SPEECHES**

Each candidate will give a prepared campaign speech to all conference delegates during the first Business Meeting. Speeches will be given in the order of President-Elect, Vice-Presidents, Secretary/Treasurer, Historian/Reporter, Regional Vice Presidents and Collegiate Representative. All candidates are allotted a maximum of 3 minutes for a campaign speech. All speeches in support of the candidate must be included.

## **ELECTION**

The election is considered new business and will take place during the second Business Meeting. All voting delegates must be seated in their designated areas by the start of the meeting. Each chapter will be allowed two voting delegates who must be seated in order to cast a vote.

Candidates for each office will be introduced by their respective current state officer. Upon introduction, a candidate will approach the podium and be asked several questions by the state officers. The questions will pertain either to HOSA or to being a state officer. The questions must be answered extemporaneously by the candidate. Each candidate will be given 30 seconds to consider each question and one minute to answer each question. In answering the questions, the candidate must stick to the topic.

There will be a chapter meeting before the Grand Awards Banquet where voting delegates will caucus with their chapter members. Ballots will be cast before voting delegates enter the banquet. Candidates may not initiate contact. Chapter advisors will not be allowed to participate during the election.

A secret ballot will be taken. A candidate must receive a simple majority of the votes cast to be declared the winner. If a candidate does not receive a majority of votes cast on the first ballot, then a run-off election will be held between the two candidates receiving the highest number of votes.

In the case of a run-off election, delegates will have five minutes to caucus with their chapter members.

If no candidate is elected for a specific office, that office may be appointed by the newly elected executive council at their first opportunity. Newly elected state officers will be announced and installed during the Awards Session.

***\*\* Being a State Officer is a very rewarding experience. It also is very time consuming. You will be very busy during the State Leadership Conference. It is requested that you not participate in Competitive Events as a State Officer. \*\****