



**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

NATIONAL OFFICER ELECTION HANDBOOK

2021 Virtual National Leadership Conference

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General Information

Purpose

The purpose of this National Officer Election Handbook is to provide National Officer candidates, State Associations, and Voting Delegates with important information related to the election process for the 2021 Virtual National Leadership Conference.

National Officer Election Q & A

This event will take place on **Friday, March 19, 2021 at 8:00 p.m. ET**. All BPA members are welcome to attend as the National Officer Coordinator, Mark Burch provides an overview of the 2021 National Officer election process and answers member questions. To attend this event, click on the Zoom link below:

<https://us02web.zoom.us/j/89434215638>

Candidate Information

Application Deadline

The National Officer Application along with all supporting documents and forms must be uploaded electronically by **April 1, 2021 at 11:59 p.m. ET**. There is a separate form for both Secondary and Post-secondary members located online at:

<https://members.bpa.org/students/run-for-national-office/>.

Officer Candidate Exam

All national officer applicants will be required to take the "Officer Candidate Exam" and score a 70% or higher to be eligible for candidacy. Candidates will only be notified of pass or fail, as no specific scores will be released.

This exam will consist of fifty (50) selected response questions and applicants will have up to sixty (60) minutes to complete the exam. Applicants must leave their camera on for the duration of their exam. The exam will cover information from the following areas:

- 2020-2021 National Officer Applicant Handbook - 30%
- 2020-2021 Merit Scholar Study Guide (available on BPA Member Gateway) - 60%
- Professional Etiquette questions - 10%

This exam will be offered **April 5-8, 2021**. Applicants will schedule their exam online by visiting schedule.bpa.org and selecting "National Officer Candidate Exam."

Review Session for Officer Candidate Exam (optional)

This session will take place on **Friday, April 2, 2021 at 8:00 p.m. ET** and is designed to:

- ensure that applicants know where to find documents used to author the exam.
- help applicants better understand the material included on the exam.

Notification of Official Candidacy

All approved National Officer candidates will receive email notification no later than **Friday, April 16, 2021**. Each candidate's respective Local Chapter Advisor and State Advisor will also be copied on the email notification.

- **Important Note:** The goal is to let each official candidate know immediately once they have met all eligibility requirements to allow them sufficient time to finalize details for their campaign. Please remember that no campaigning may be conducted prior to approval from the National Officer Coordinator. Full details will be included in the email notification.

Campaign Headquarters

All candidate information and campaign materials will be posted online at candidates.bpa.org beginning on **Thursday, April 22, 2021**.

- Candidate Photo
- Candidate Expense Report
- Candidate Q & A Session
- Digital Campaign Flyer
- Social Media Responses
- 100 Word Statement
- 30-Second Campaign Video
- 2-Minute Campaign Speech

Digital Campaign Flyer

Each candidate may create a digital one-page (1-sided) campaign flyer outlining their qualifications and campaign platform. This should be submitted as an 8 ½" x 11" PDF to Mr. Mark Burch at mburch@bpa.org by **Tuesday, April 20, 2021 at 11:59 p.m. ET**.

Candidate Q & A Session

All candidates will have the opportunity to participate in a closed Q & A session on **Friday, April 23, 2021 at 8:00 p.m. ET**. Each candidate will be given up to 1-minute to respond to a variety of questions submitted by BPA membership. A current National Officer will moderate this engaging event and the order of candidate responses will be randomized to ensure an equitable process.

A recording of this event will be posted no later than **Monday, April 26, 2021** at candidates.bpa.org.

Candidate 2-Minute Speech

As part of the election process candidates must provide a recorded speech that does not exceed 2-minutes in length no later than **Friday, April 23, 2021 at 11:59 p.m. ET**. This is an opportunity for candidates to inform membership of their individual qualifications and additional details regarding their campaign platform. It is imperative that each candidate follow the guidelines below when completing their recorded speech:

- **The video must be recorded in landscape / horizontal mode.**

- The officer candidate may give an individual statement of qualifications and campaign platform.
- Candidates may not campaign or refer to any office by name.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed (other than having someone hold your camera while recording).
- The candidate may not solicit or invite audience participation.
- All campaign speeches must remain unlisted if uploaded to YouTube or any similar video hosting platform until videos are posted by National BPA.

All candidate speeches will be posted online at candidates.bpa.org no later than **Monday, April 26, 2021**.

Campaign Rally

A virtual Campaign Rally will be held in an effort to enhance membership engagement and allow candidates the opportunity to share details regarding their campaign platform.

Each candidate will be provided a virtual exhibitor booth on the platform utilized for the virtual National Leadership Conference. Attendees will have the opportunity to visit your booth to view your campaign materials and ask questions via the chat feature. All questions and answers will be saved to allow those attendees that are unable to attend the live session to visit your booth at their convenience.

Each candidate will be allowed to upload the following campaign resources:

- | | |
|----------------------------------|-------------------------|
| • Candidate Digital Flyer | • Personal Profile |
| • Candidate Expense Report | • Résumé |
| • Links to social media accounts | • Up to five (5) photos |

The live Campaign Rally will take place on the following dates and times:

Secondary: **Monday, April 26, 2021 from 6:00 p.m. to 7:30 p.m. ET**

Post-secondary: **Monday, April 26, 2021 from 7:30 p.m. to 9:00 p.m. ET**

Campaign Manager (Optional)

If a campaign manager is utilized, the campaign manager must be a current dues-paid active member in good standing of the same division as the candidate. The campaign manager must follow all of the same guidelines as the candidate as outlined in this handbook, including all social media guidelines.

Voting Information

Voting Delegates

State Associations shall exercise their voting privilege through national voting delegates at the National Leadership Conference. Voting delegates shall be student members of

the respective division for which they are serving as voting delegates. All business and discussion must be conducted by the voting delegates.

The state advisor is responsible for gathering the information for their voting delegates based on the [Voting Delegate Allocation](#) sheet located on page 15. Each state advisor will then use the conference registration system to select the voting delegates for their association (additional details will be provided to all state advisor's).

Online Voting System

All voting delegates will cast their vote online at vote.bpa.org with their same individual login credentials used for the student portal and the BPA Member Gateway.

To help ensure a smooth process, it is recommended that all members attending the National Leadership Conference confirm their login credentials prior to the start of the conference.

Primary Election

In the event that there are more than eleven (11) candidates running for general office, a primary election must be held. Should a Primary Election be required, all registered attendees for the virtual National Leadership Conference will be eligible to vote. Registered conference attendees will vote for six (6) candidates at the Secondary level and four (4) candidates at the Post-secondary level. The top ten (10) Secondary Division and Post-Secondary Division candidates will become finalists and advance to the General Election. If needed, voting in the Primary Election will be:

Secondary Division: **Voting will open at 7:30 p.m. ET on Monday April 26, 2021 and close promptly at 7:30 p.m. ET on Tuesday, April 27, 2021**

Post-secondary Division: **Voting will open at 9:00 p.m. ET on Monday April 26, 2021 and close promptly at 9:00 p.m. ET on Tuesday, April 27, 2021**

Should a Primary Election be required, all registered National Leadership Conference attendees will be eligible to vote with their individual login credentials at vote.bpa.org.

State Caucusing

The primary purpose of the caucus session is to allow state associations one last opportunity to learn more about each of the finalists and help voting delegates validate the candidates they plan to vote for. Voting delegates are encouraged to visit candidates.bpa.org to learn about all candidates prior to voting in both the Primary Election (if required) and General Election.

Due to the National Officer election process being fully virtual this year, we have made the decision to have split Secondary and Post-secondary caucusing sessions based on the following:

- to allow state advisors that manage both Secondary and Post-secondary divisions sufficient time to prepare and be available for both caucusing sessions.
- to account for connectivity issues and other technological issues that may arise.

- to minimize the amount of open time for all state associations.

In order to keep caucusing running on-time and to ensure an equitable process for all National Officer candidates, it is imperative that each state association adhere to the five (5) minutes that they are allocated with each candidate. This also helps ensure that caucusing remains on schedule.

Additional Caucusing Details:

- A timer will be assigned to each state caucus room to help ensure that the five (5) minute time limit is followed.
- The clock begins when each candidate enters your virtual caucus room and introduces themselves by name and the state association they represent.
- The state advisor or designee, candidates and their campaign managers (if applicable) should also plan to keep time in the event the timer loses connectivity, etc.
- Any state association that ignores the allocated five (5) minute time limit runs the risk of forfeiting all votes in the General Election.
- The platform used for virtual caucusing will be Cisco WebEx. A secure link will be provided to each state advisor and it will be their responsibility to share this information with all voting delegates and any other participants you approved to attend the caucus session.
- Each state association will be assigned a breakout room. This method will allow us to help control traffic if needed and the ability to broadcast messages more effectively.
- The state advisor for each state association may use their discretion in deciding who may attend their virtual caucus session.
- The Head Voting Delegate for each state association will be responsible for conducting roll call of all voting delegates and alternates prior to the start of the caucus session.
- Each voting delegate is required to enable their internal or external camera during roll call in order for votes to be counted.
- A member of the national staff will enter your virtual breakout room prior to the first scheduled candidate entering your virtual caucus room to verify the number of voting delegates eligible to vote in the General Election.
- Should a participant in the caucus room lose connectivity, we recommend that they be allowed back into the room in between candidates to avoid any distractions for the candidate.
- Ideally, candidates will have two (2) minutes to transition between virtual caucus rooms.
- The state advisor must be present and is responsible for making sure that all questions asked to candidates are appropriate in nature.
- To ensure equality for all candidates each state association should ask the same questions to all finalists.
- Should a candidate feel that any questions, discussion or actions are inappropriate within any state caucus room, it will be their responsibility to file a grievance in accordance with the National BPA Grievance Policy.

The Secondary and Post-secondary caucusing sessions will take place on the date and time listed below:

- Post-secondary Division: **Thursday, April 29, 2021 starting at 7:00 p.m. ET**
- Secondary Division: **Friday, April 30, 2021 starting at 7:00 p.m. ET**

If a Primary Election is required, caucus schedules for state associations and candidates will be distributed on

Wednesday, April 28, 2021 by 5:00 p.m. ET.

If a Primary Election is not required, caucus schedules will be distributed on **Tuesday, April 27, 2021 by 5:00 p.m. ET.**

Special Notes:

- We respectfully ask that all individuals participating in caucusing remain patient and understanding as completing this process in a virtual environment can be very challenging based on a number of variables outside of our control.
- Due to the fact that the number of chartered state associations exceeds the maximum number of candidates, each state association will have open time slots.

General Election

If a Primary Election is required, the top ten (10) Secondary and Post-secondary finalist will advance to the General Election.

Voting delegates may vote for up to six (6) Secondary candidates and up to four (4) Post-secondary candidates. Each candidate must receive majority vote in order to be elected to office.

In the event of positions remaining open after the first ballot due to an insufficient number of candidates receiving a majority vote, a second ballot shall be submitted to the voting delegates. The second ballot shall contain the top candidates at a number determined by the number of open positions remaining on the officer team plus one additional slot. In the second ballot, the voting delegates are not required to cast any specific number of votes. If a majority vote is not received on the second ballot, the position(s) remain vacant. If a second balloting is required, this will be held during the caucus.

Voting will commence immediately following the caucusing sessions for both Secondary and Post-secondary divisions and remain open for a maximum of sixty (60) minutes, or until all votes have been submitted and validated by National BPA.

- **Important:** Due to the possibility of a second ballot being required, it is highly recommended that states do not dismiss any voting delegates until notified by National BPA that the election process is complete.

Social Media Campaign Guidelines

The following information is being provided to further clarify what is permissible as National Officer candidates campaign on social media. In addition to adhering to the BPA Social Media Policy, candidates must ensure that the following guidelines are followed or run the risk of being disqualified.

To enhance the overall experience for National Officer candidates and engagement for conference attendees, we have added additional opportunities related to the social media platforms that can be used for the 2021 National Officer elections.

The social media campaign period will begin at **10:00 a.m. ET on Thursday, April 22, and end at 3:00 p.m. ET on Saturday, April 24, 2021.**

Social Media Platforms

The following social media platforms will be allowed for campaigning. Additional details and guidelines are outlined under [Social Media Guidelines](#).

- **Facebook**
- **Instagram**
 - Instagram Stories are permitted only if the “highlights” feature is used to archive stories. It is important that you highlight/archive each story at the time of posting and use “**Campaign**” as the title of your highlight.
- **Twitter**

Social Media Accounts & Campaigning

It is not a requirement that National Officer candidates establish new social media accounts for the purpose of campaigning. However, if a candidate wishes to set up a new account, it is acceptable to do so. Only the accounts identified by the candidate and submitted in advance to National BPA can be used for social media campaigning, whether the candidate has additional accounts or not. Candidates are not permitted to link members to personal accounts and/or vice versa, as doing so can be perceived as leveraging two individual accounts for campaigning purposes.

Candidates and members of their campaign team should not directly solicit, encourage, ask, or answer questions from voting delegates, other candidates, BPA members or any other individuals except publicly through the BPA National Officer Election Facebook Group.

State Association Support for Candidates

The candidate's state association may provide support on approved social media platforms during the campaign period only by re-posting, re-tweeting and/or liking original posts without inclusion of comments.

Developing a Social Media Campaign

Social media will play an integral part in the 2021 National Officer Elections and serves as a primary outlet for candidates to connect with BPA members. Not only does social

media connect BPA members and help develop relationships, it also provides an opportunity to gather input, answer questions, listen to feedback, and provide information and support.

Candidates are encouraged to develop a social media campaign in order to give BPA members the opportunity to know who they are, what their platform is, and how they would represent Business Professionals of America as a National Officer. The social media campaign is an opportunity to help candidates be seen and heard by members across the country. Social media allows candidates to interact directly with members.

It is important to recognize that social media has the ability to keep people informed, so accurate information is very important. A social media campaign can amplify a candidate's intent as it will broadcast what they believe in and the type of individual they are. In order to have a successful campaign, it is important that candidates and campaign managers pay attention to compliance, not just from National BPA, but on each of the social media platforms that have been permitted for use. Each of the permitted platforms have their own rules, and thus, candidates and campaign managers must be sure to adhere to them.

Social Media Posts, Re-tweets, Comments, and Likes

Whether an original post, or a post that is commented to or liked, National BPA encourages all individuals to use their best judgement and remember that they are representing not only the state and chapter where they are from, but also serving as a brand ambassador for Business Professionals of America. Candidates and campaign managers are expected to portray themselves, and the organization, in a positive manner at all times.

Direct Message Pre-Approved Responses

It is inevitable that candidates will receive direct messages from members during the social media campaigning period of the 2021 National Officer Elections. Direct engagement through private communication mechanisms, such as direct messages is **strictly prohibited** and candidates who engage beyond the pre-approved responses provided by National BPA may face disqualification.

To ensure that all messaging is consistent, the approved responses below should be sent by candidates and campaign managers in the event a direct message is received:

1. Thank you for your message. As a national officer candidate, I am not permitted to engage in direct message communications with members as part of my social media campaign. I invite you to engage publicly and let your voice be heard by all members and candidates.
2. Thank you for your message; however, I am unable to engage in a direct message communication as part of my social media campaign for national office. This is the only response that you will receive through direct message by me or any other BPA National Officer Candidate or Campaign Manager in order to ensure fairness throughout the election process.

Candidate Pre-Submitted Social Media Responses

Each National Officer candidate's pre-submitted answers to the questions asked during the application process will be posted online at candidates.bpa.org, and a link to this resource will be posted on the Business Professionals of America Facebook, Twitter and Instagram accounts. Candidates are approved to direct members to the candidates.bpa.org website as part of their social media campaigning. Additionally, candidates can re-post their answers individually through the approved social media platforms once the campaign period begins.

Candidate Pre-submitted 30-Second Video

Each National Officer candidate will have their pre-submitted 30-second video posted to the Business Professionals of America official YouTube channel with a link posted on the candidates.bpa.org website, as well as on the Business Professionals of America Facebook, Twitter, and Instagram accounts. Candidates may also post their 30-second campaign video to all approved social media platforms once the campaign period begins.

Candidate Websites

Due to many students learning remotely and possibly having limited access to technology, **candidate websites will not be permitted** for campaigning during the 2021 National Officer election campaigning period.

Filing a Social Media Grievance

If there is a need to file a grievance for a candidate or campaign manager perceived to be breaking campaign rules when it comes to social media usage, a grievance form is located in the National Officer Applicant Handbook, as well as online at candidates.bpa.org.

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Social Media Guidelines

Any communication platform not outlined below is **strictly prohibited** and will result in a candidate's disqualification.

Candidates and Campaign Managers must declare all social media accounts that they plan to use prior to the start of the social media campaign period. New accounts may not be established once the campaigning period begins.

Candidates and Campaign Managers **must** make all social media accounts used for campaigning "Public" during the social media campaigning period.

Candidates are **not permitted** to purchase advertising on any social media platform or pay to boost any posts.

Candidates **must not** engage or allow any form of negative campaigning.

National BPA reserves the right to require any candidate to remove any post(s) immediately based on any reason listed or not listed below.

Social Media Platform	Permitted	Not Permitted
Facebook	<ul style="list-style-type: none"> • Share/post text and graphics containing campaign materials • Encourage members to visit all of your other approved social media platforms • Encourage members to visit candidates.bpa.org • Create a Facebook page for their campaign or post on their personal account(s) • If requested, add members as a "Friend" of their personal account or follower of their campaign Facebook page • Mention/tag other individuals/accounts • Comment on or share posts from other candidates 	<ul style="list-style-type: none"> • Solicit/encourage questions in any form • Ask/answer questions in any form • Engage in private, direct messaging • Establish Facebook groups with any individuals • Utilize "Live Video" or other advanced features including "Polls", "Events", "Stories", "Rooms", etc. • Endorse or support any other candidate • Pay any amount of money to advertise or boost a post

Social Media Platform	Permitted	Not Permitted
<p style="text-align: center;">Instagram</p>	<ul style="list-style-type: none"> • Share/post text and graphics containing campaign materials • Encourage members to visit all of your other approved social media platforms • Encourage members to visit candidates.bpa.org • Create an Instagram account for their campaign or post on personal account(s) • Instagram Stories are permitted only if the "highlights" feature is used to archive stories. It is important that you highlight/archive each story at the time of posting and use "Campaign" as the title of your highlight • Follow other individuals/accounts • Mention/tag other individuals/accounts • Comment on or share post from other candidates 	<ul style="list-style-type: none"> • Solicit/encourage questions in any form • Ask/answer questions in any form • Engage in private, direct messaging • Endorse or support any other candidate • "Live Video" or any other advanced features including "Questions," "Polls," "Quizzes," "Rating Scales", etc. • Pay any amount of money to advertise or boost a post.
<p style="text-align: center;">Twitter</p>	<ul style="list-style-type: none"> • Share/post text and graphics containing campaign materials • Encourage members to visit all of your other approved social media platforms • Encourage members to visit candidates.bpa.org • Create a Twitter account for their campaign or post on their personal account(s) • Follow other individuals/accounts • Mention/tag other individuals/accounts • Comment on or share posts from other candidates 	<ul style="list-style-type: none"> • Solicit/encourage questions in any form • Ask/answer questions in any form • Engage in private, direct messaging • Endorse or support any other candidate • "Live Video" or any other advanced features including "Polls", "Events", "Fleets", etc. • Pay any amount of money to advertise or boost a post.



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Business Professionals of America Social Media Policy

Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. Remember that as a BPA member your social media activities reflect upon the brand and perception of BPA to others. Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, and Twitter;
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contributions and to the work of BPA;
- Promote official BPA social media channels;
- Support follow members for their efforts;
- Retweet, repost, or “like” news content that has been released through web and social media channels;
- Effectively and positively communicate with friends, family, and others in your social circles;
- Use social media to engage and network with BPA members and chapters.

BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials and credibility for college admissions, scholarships and employment. BPA encourages all members to use social media in a pragmatic, productive and positive way.

As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender);
- Photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America (BPA) will not tolerate any type of inappropriate behavior from any individual involved, engaged or associated with BPA, or BPA members participating in any BPA activities on the Local, Regional, State and National Level including but not limited to the Workplace Skills Assessment Program Competitive Events. Inappropriate behavior includes behavior on and off of social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, etc. inappropriate use of social media (such as, but not limited to) any illegal action, etc. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.

Business Professionals of America reserves the right to monitor, restrict, prohibit, block, suspend, terminate, delete, remove or discontinue any users' access to any National BPA social media site at any time, without notice or consent.

Additionally, Business Professionals of America may remove, delete, block, filter or restrict any comment or post at its sole discretion and that are deemed objectionable, inappropriate, distasteful, harmful, defamatory, harassing, libelous, slanderous, offensive, or criminal in nature.

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Calendar of Events

Pre-Election Activities			
DATE	EVENT	DESCRIPTION	PARTICIPANTS
Friday, March 19 8:00 p.m. ET	National Officer Election Q & A	This live session will outline election activities and answer member questions https://us02web.zoom.us/j/89434215638	Open to all members
Thursday, April 1 11:59 p.m. ET	National Officer Application Due	The application can be accessed at https://members.bpa.org/students/run-for-national-office/	Qualified student members approved by their state association
Friday, April 2 8:00 p.m. ET	Officer Candidate Exam Review Session	This session is designed to help prepare all applicants for the Officer Candidate Exam https://us02web.zoom.us/j/85852989248	All National Officer applicants
April 5-8 Applicant to schedule	Officer Candidate Exam	All applicants that have submitted all required application materials will schedule this exam online at schedule.bpa.org	All National Officer applicants that have met the requirements
April 10-15	Completed National Officer Applications Reviewed	All submitted applications and Officer Candidate Exam scores will be reviewed and decision made on which applicants will move forward as official National Officer candidates	Application Review Committee
Friday, April 16 5:00 p.m. ET	National Officer candidates notified	Official National Officer candidates will be notified via email. If possible, candidates will be notified earlier	National Officer Candidate, State Advisor, and Local Advisor
Tuesday, April 20 11:59 p.m. ET	Candidate Digital Flyer Due	Submit one-sided 8 ½" x 11" PDF to mburch@bpa.org	National Officer candidates
Thursday, April 22 10:00 a.m. ET	Candidate & Head Voting Delegate Briefing (recorded)	Candidates and Head Voting Delegates will be provided instructions on the electronic election process and the Cisco WebEx platform. This will be a recorded session posted at candidates.bpa.org so all participants may watch at their convenience.	Candidates, state advisors, and head voting delegates

Thursday, April 22 10:00a.m. ET to Saturday, April 24 3:00 p.m. ET	Candidate Social Media Campaigning	Candidates will be allowed to utilize all approved social media channels to promote their candidacy	Candidates
Friday, April 23 8:00 p.m. ET	Candidate Q & A Session	All candidates will participate in a Q & A Session that will be recorded and shared online at candidates.bpa.org . Questions will be submitted by BPA student members and the session will be moderated by a current National Officer.	Candidates
Friday, April 23 11:59 p.m. ET	Candidate 2-minute Campaign Speech deadline	Candidates must submit their 2-minute Speech to mburch@bpa.org . If using YouTube or similar platform, the video must remain unlisted until released by National BPA.	Candidates
Monday, April 26 10:00 a.m. ET	Candidate 2-minute Speech published	All Candidate speeches will be posted online at candidates.bpa.org	National Staff

Election Activities

DATE	EVENT	DESCRIPTION	PARTICIPANTS
Monday, April 26 6:00 to 7:30 p.m. ET	Secondary Virtual Campaign Rally	All Secondary National Officer candidates will be provided a virtual booth that conference attendees may visit live. Candidates may answer questions via the chat feature.	Open to all National Leadership Conference attendees
Monday, April 26 7:30 to 9:00 p.m. ET	Post-secondary Virtual Campaign Rally	All Post-secondary National Officer candidates will be provided a virtual booth that conference attendees may visit live. Candidates may answer questions via the chat feature.	Open to all National Leadership Conference attendees
Monday, April 26 7:30 p.m. ET to Tuesday, April 27 7:30 p.m. ET	Secondary Division Primary Election (If necessary)	Registered Secondary Division attendees will vote for six (6) candidates	All Secondary Division NLC attendees

Monday, April 26 9:00 p.m. ET to Tuesday, April 27 9:00 p.m. ET	Post-secondary Division Primary Election (If necessary)	Registered Post-secondary Division attendees will vote for four (4) candidates	All Post-secondary Division NLC attendees
Wednesday, April 28 5:00 p.m. ET	Caucus Schedules Released	State Associations and Candidates will receive their caucus schedule and accompanying information. It will be the State Advisor's responsibility to share information with all Voting Delegates	Candidates and state advisors
Thursday, April 29 7:00 p.m. ET	Post-secondary Caucus Session & General Election	Each State Association will have their own virtual breakout room to host caucusing with the General Vote occurring immediately following the caucus session	Candidates, voting delegates, and those approved by each state association
Friday, April 30 7:00 p.m. ET	Secondary Caucus Session & General Election	Each State Association will have their own virtual breakout room to host caucusing with the General Vote occurring immediately following the caucus session	Candidates, voting delegates, and those approved by each state association
Saturday, May 1 8:00 to 5:00 p.m. ET	Candidate Placement Interviews	National Officer Candidates will be interviewed by the Placement Committee for the purpose of position slating should they be elected to the Executive Council	Candidates & Placement Committee
Sunday, May 2 8:00 to 5:00 p.m. ET	Candidate Placement Interviews	National Officer Candidates will be interviewed by the Placement Committee for the purpose of position slating should they be elected to the Executive Council	Candidates & Placement Committee
Saturday, May 8 6:00 p.m. ET	NLC Awards Session	The 2021-2022 National Officer Team will be announced	Open to all NLC attendees
Sunday, May 9 7:00 p.m. ET	National Officer Orientation	This session will outline the expectations for the new National Officer Team	Candidates and state advisors

2021 NLC VOTING DELEGATE ALLOCATION CHART

State	Secondary Voting Delegates	Post-secondary Voting Delegates
Alaska	5	3
Delaware	6	0
Florida	6	3
Idaho	9	3
Illinois	9	0
Indiana	10	0
Iowa	6	3
Kansas	6	3
Massachusetts	6	3
Michigan	12	4
Minnesota	9	5
Montana	8	0
National Virtual Chapter	5	3
New Mexico	7	0
Ohio	26	3
Oklahoma	16	8
South Carolina	5	0
Texas	17	3
Wisconsin	0	3
Total	169	50