



2025

NATIONAL OFFICER CANDIDATE GUIDE

&

PROCESSES FOR STUDENT ELECTIONS



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Elections Committee

The National Officer candidate guidelines and student elections process are overseen by an Elections Committee that is appointed by the Board of Directors. The committee consists of Board members, state advisers, local advisers, alumni, and the current High School National Parliamentarian and Collegiate Vice President of Operations.

The role of the Elections Committee is to establish and provide oversight on policies and procedures that support the annual election of student National Officers by division. In addition, committee members support the National Center staff in conducting the elections including reviewing applications, establishing guidelines for campaign materials, and ensuring compliance with all policies and procedures by candidates, local chapters, and state affiliates.

National Officer Program Mission

The FBLA National Officer Program is dedicated to serving student members by fostering a sense of community, promoting inclusivity, upholding integrity, and instilling a strong sense of professionalism. FBLA National Officers serve as ambassadors to advisers, alumni, and the business community, representing FBLA at the local, state, and national levels. The National Officer Program strives to enhance the Officers' ability to contribute to the growth and success of our members.





Qualifications for National Office

FBLA High School

Only active members are eligible to hold national office. Only those candidates who are present at the National Leadership Conference (NLC) and officially certified by the Officer Screening Committee shall be eligible for election. As stated in the national Bylaws, to be considered for an FBLA High School national office, a candidate shall:

- Have at least one full year remaining in his/her business program.
- Hold or have held an office in his/her local or state chapter.
- As announced last year, the required cumulative GPA for officer candidates is 3.0 (on 4.0 scale) at time of application and with verification when NLC campaigns begin.
- Be recommended by the chapter advisers and endorsed by his/her local and state chapters.
- File an official application with the association president and chief executive officer.

FBLA Collegiate

Only active members are eligible to hold national office. Only those applicants who are present at the NLC and officially certified by the Officer Screening Committee shall be eligible for nomination. As stated in the national Bylaws, to be considered for an FBLA Collegiate national office, a candidate shall:

- Have at least one full year remaining in their post-secondary program.
- Hold or have held a corresponding or higher elected office in their local or state chapters.
- As announced last year, the required cumulative GPA for Officer candidates is 3.0 (on 4.0 scale) at time of application and with verification at time NLC campaigns begin.
- Be recommended by the chapter advisers and endorsed by their local and state chapters (if applicable).
- File an official application with the association president and chief executive officer.



In reference to Bylaws statements on the eligibility of a candidate holding or having previously held an elected office at the state, regional, or local level, the official interpretation is that an appointed Officer position, such as an appointed National Parliamentarian would not meet the eligibility standard; however, a member appointed (due to a resignation, lack of applicants during the election period, etc.) to a position that is an “elected” one would meet eligibility standard. Also, the elected office must have been in the same division of the organization (High School or Collegiate) for which the member is applying.

National Officer Expectations & Positions

All National Officers Must:

- Attend National Officer Training.
- Pay membership dues no later than October 1.
- Update the National Officer Team Summary Report by no later than the 5th of each month for the previous month.
- Prepare and present workshops at various conferences, as indicated by the National Center.
- Meet all timelines set by the National Center.
- Adhere to the [FBLA Dress Code](#) and **always wear** the organization’s official attire when representing FBLA.
- Attend and participate in **all** monthly National Officer meetings scheduled by the National Center.
- Attend **one** assigned National Fall Leadership Conference (NFLC) for FBLA High School and one assigned Career Connections Conference (CCC) for FBLA Collegiate.
- Can attend **one** FBLA State Leadership Conference plus the National Officer’s own State Leadership Conference.
- Attend FBLA Week activities at the National Center as scheduled.
- Attend the NLC.
- Participate in competitive events at the NLC, if qualified.
- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; or being involved in any sort of campaign activities



on the local, state, or national levels.

- Achieve the Contributor, Leader, and Advocate levels of the Business Achievement Awards (FBLA High School) or the Bronze Excellence Award (FBLA Collegiate).
- Work with your chapter to achieve the gold level of the Champion Chapter Program (FBLA High School) or the Outstanding Chapter Program (FBLA Collegiate).
- Post on national social media sites on an ongoing basis; all posts on FBLA social media accounts must be approved by the Marketing and Communications Department and provided at least three business days in advance when possible.
- Avoid environments, activities, and actions that could, in any way, raise questions as to your character or conduct.
- Work with the other members of your National Officer Team, meeting your commitments to them, and being honest and straightforward in your communication with them.
- Be 15-20 minutes early for every meeting where the FBLA membership is present.
- Represent the views of the membership, not those of the individual officer.
- Be available to represent the organization as requested and approved by the National Center.
- Keep the National Officer Team liaisons up to date on correspondence and send a copy of all official emails, memos, and letters promptly before they are sent out. All correspondence to state officers or local advisers must be copied to the state adviser.
- Advise the National Center before any major communication, programs, or activities take place.
- Fulfill your designated duties assigned in the Program of Work.
- Be prepared, on any occasion, to make impromptu remarks or “say a few words.”
- Notify the National Center immediately of circumstances which prevent your ability to carry out an assignment.
- Provide guidance, leadership, and inspiration to all members.
- Use the FBLA-provided email account for all internal and external communications.



National Officers May Not:

- Endorse or support candidates for local, state, or national office.
- Personally endorse any product, item, or service on behalf of business education or FBLA.
- Accept personal honoraria or payments for services performed as an FBLA National Officer.
- Obligate FBLA for funds or services of any nature.
- Solicit invitations to meetings or conferences independently. All travel must be approved by the National Center prior to making any travel arrangements.
- Send out any official correspondence representing the National Center or FBLA without prior approval from the National Center. (This includes letters, reports, briefings, newsletters, email distributions, etc.) Copies of any official correspondence must be sent for approval before they are distributed to the membership.



High School National Officers

President



Secretary
Treasurer
Parliamentarian (Appointed based on parliamentary procedure exam score)
Eastern Region Vice President
Mountain Plains Region Vice President
North Central Region Vice President
Southern Region Vice President
Western Region Vice President

Office-Specific Expectations & Duties

National President

- Preside over and conduct all National Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the national Bylaws.
- Send the approved agenda and notice of all meetings to all National Officers and the National Center at least five (5) working days prior to each meeting.
- Lead the National Officer Team in planning the Program of Work and reviewing and evaluating it at all National Officer Team monthly meetings. Follow up to see that responsibilities are being carried out.
- Serve as a model representative for FBLA public relations and assist in the promotion and development of FBLA. The president may be called upon to make presentations before professional and student organizations, which may require an absence from school.
- Appoint committees and serve as an ex-officio member of all appointed committees.
- Perform other duties to promote and develop local, regional, state, and national FBLA.
- Ensure the National Officer Reports for the Board Meetings are completed and submitted electronically to the National Center in a timely manner.
- Prepare a President's Column for each issue of *Tomorrow's Business Leader* in collaboration with the Marketing and Communications department.
- Prepare a monthly email blast in collaboration with the Marketing and Communications Department.
- Attend additional conferences as requested by the National Center.



- Serve on the Board of Directors and attend Board meetings.
- Prepare, implement, and track a membership recruitment and retention strategy plan.
- Participate in the FBLA Week National Presidents' Forum hosted by the National Center.
- Manage the National President's Executive Council (limit of five members).

National Secretary

- Prepare the final copy of the Program of Work as directed by the rest of the National Officer Team.
- Prepare the team summary monthly reports by proofing and editing the Team Summary shared document by the 10th of each month for the previous month so that they can be shared in the State Leader Community.
- Publish and email minutes of the National Officer meetings within two business days to all National Officers, their advisers, their state advisers, the director of membership, and the president & CEO.
- Coordinate National Officer articles for national publications; send periodic reminders and proofread/approve articles before they are sent to the National Center.
- Manage the Social Media Ambassadors.
- Manage the National Secretary's Council (limit of five members).
- Create a resource database of sample brochures, project ideas, etc.
- Encourage local and state chapters to send news stories and photos for national publications.
- Promote national celebrations and conferences (i.e., American Enterprise Day, FBLA Week, NFLC, NLC).
- Promote national programs.

National Treasurer

- Prepare monthly reports for the team summary report.



- Keep accurate records of all National Officer travel.
- Approve National Officer electronic expense reports via email and ensure documents are properly completed before National Officers email the original copy, including receipts, to the National Center.
- Promote national fundraising partners.
- Promote the Dressed to Impress, Distinguished Business Leader, NLC, and other FBLA and partner Scholarships.
- Promote FBLA-related fundraising efforts.
- Manage the Treasurer’s Council (limit of five members).
- Create financial literacy resources for local and state chapters.
- Create a fundraising guide resource for local chapters using FBLA fundraising partners.
- Prepare all reports required for state officer meetings, according to the scripts and agendas.
- May be invited to participate in Finance Committee meetings.

National Parliamentarian

- Prepare monthly reports by the 5th of each month.
- Advise the national president on parliamentary procedure during National Officer meetings and at conferences.
- Act as a resource on parliamentary procedure for all local chapter voting delegates.
- Serve as a member of the Elections Committee.
- Make sure the election of National Officers at the NLC follows correct parliamentary procedure and the national Bylaws.
- Have a copy of the latest edition of *Robert’s Rules of Order, Newly Revised*, and the national Bylaws.
- Manage the Parliamentarian’s Council (limit of 5 members).
- Prepare a study guide/manual for organizing parliamentary procedure teams.



- Prepare an FBLA local chapter officer roles flyer or guide.
- Promote the National Parliamentarians Exam and the National Association of Parliamentarians.
- Prepare a guide for local and state voting delegates.

Regional Vice Presidents

- Assist the national president as needed and be prepared to act in the president's place, if necessary.
- Prepare all reports required for all national conferences, according to the scripts and agendas.
- Assist the national president in promoting and developing FBLA in the geographic region they are elected to serve.
- Correspond with chapters in their geographic region on a regular basis (at least monthly).
- Perform other duties to promote and develop local, regional, state, and national FBLA.
- Complete all assignments as agreed upon in the Program of Work.
- Preside over regional meetings.
- Host Regional Meet-up Booths in the Future Leaders Expo Hall at the NLC.
- Work with the Communications Department to prepare quarterly regional email blasts.
- Manage Regional Councils (limit of five members).

Collegiate National Officers

National President
Executive Vice President
Vice President of Communication
Vice President of Financial Development
Vice President of Membership
Vice President of Operations

Office-Specific Expectations & Duties



National President

- Preside over and conduct all National Officer meetings according to parliamentary procedure, using the latest edition of *Robert's Rules of Order, Newly Revised*, and the national Bylaws.
- Send the approved agenda and notice of all meetings to all National Officers and the National Center at least five (5) working days prior to each meeting.
- Lead the National Officer Team in planning the Program of Work and reviewing and evaluating it at all National Officer Team meetings. Follow up to see that responsibilities are being carried out.
- Serve as a model representative for FBLA public relations and assist in the promotion and development of FBLA. The president may be called upon to make presentations before professional and student organizations, which may require an absence from school.
- Appoint committees and serve as an ex-officio member of all appointed committees.
- Perform other duties to promote and develop local, regional, state, and national FBLA.
- Ensure the National Officer Reports for Board meetings are completed and submitted electronically to the National Center in a timely manner.
- Prepare a President's Column for each issue of *Tomorrow's Business Leader* in collaboration with the Marketing and Communications Department.
- Prepare a monthly email blast in collaboration with the Marketing and Communications Department.
- Attend additional conferences as requested.
- Serve on the Board of Directors and attend Board meetings.
- Prepare, implement, and track a membership recruitment and retention strategy plan.
- Participate in the FBLA Week National Presidents' Forum hosted by the National Center.



Executive Vice President

- Preside in the absence of the president.
- Oversee all National Officer committees.
- Work with vice president of communication to promote national celebrations and conferences (i.e., American Enterprise Day, FBLA Week, CCC, NLC).

Vice President of Communication

- Manage the Social Media Ambassadors.
- Prepare the final copy of the Program of Work as directed by the rest of the National Officer Team.
- Prepare the team summary monthly reports by proofing and editing the Team Summary shared document by the 10th of each month for the previous month so they can be placed in the FBLA State Leader Community.
- Publish and email minutes of the National Officer meetings within two working days after the meeting to all National Officers, their advisers, their state advisers, the collegiate Program manager, and the president and CEO.
- Coordinate National Officer articles for national publications; send periodic reminders and proofread/approve articles before they are sent to the National Center.

Vice President of Financial Development

- Keep accurate records of all National Officer travel.
- Approve National Officer expense reports via email and make sure documents are completed properly before National Officers mail the original copy with documentation to the National Center.
- Work with National Center staff, including the development manager, in identifying potential new partners, exhibitors, or sponsors.
- May be invited to participate in FBLA Finance Committee meetings.
- Promote national fundraising partners.
- Promote the Dressed to Impress, NLC, and Distinguished Business Leader Scholarships.



- Promote FBLA-related fundraising efforts.

Vice President of Membership

- Promote member recruitment and retention.
- Work with FBLA Collegiate Direct to plan virtual activities, programming, meetings, and events.

Vice President of Operations

- Oversee the daily operations of the FBLA Collegiate National Officer Team, ensuring alignment with FBLA's mission.
- Ensure clear communication between National Officers, state leaders, and chapters.
- Oversee and ensure the successful implementation of national programs and initiatives.
- Provide operational guidance to the National Officer Team to support decision-making.
- Assist in planning and executing national conferences and events.
- Advise the national president on parliamentary procedure during National Officer meetings and at conferences.
- Serve as a member of the Elections Committee.



Campaign Rules

A candidate for National Office is a candidate on behalf of their state. If a state leader withdraws their endorsement, that candidate will automatically be removed as a candidate for National Office.

A state can choose to make a public announcement to their delegates at their State Leadership Conference that the state has endorsed a member to apply for a National Office. The student can be named, but not the office. The student should be referred to as an "applicant" until the Board Screening Committee completes its interview and approves the applicant as an official candidate.

Since the applicant will be representing the state submitting the nomination, the state adviser or their designee will be asked to proof the application for accuracy and then approve the submission. The state adviser or their designee will also submit a form with a letter of recommendation.

Candidates should not campaign or make application announcements outside their states. Announcements at broadcast conference sessions should not be included beyond the announcement that the person has been endorsed to apply for a National Office. The office sought should not be announced as part of the broadcast.

National Officer Candidates May Not:

- Post regarding their intent to run for national office or their candidacy on any website; state or national message board; Instagram, Facebook, X, Tiktok, Discord, or other social media*; or via email.
- Discuss the officer slate or campaign members from outside their state prior to the NLC.
- Receive an endorsement or campaign support, including serving as a campaign manager, from current National Officers, members of the Board of Directors, or National Center staff.
- Have raffles or provide raffle items at their campaign booths. Small giveaways such as pens, candy, pins, etc. are allowed.

**Social media will be monitored by the Elections Committee for both direct and indirect campaigning.*

Campaign Materials

- Comments should not be made in campaign publications, speeches, etc., that portray the organization or its Officers or staff in a negative way.



- Candidates should check that they are not using items that are copyrighted.
- The candidates' materials should not have personal campaign goals that are roles of the National Center staff or Board of Directors. A candidate can list recommending or suggesting a personal campaign goal to the staff or Board.
- No statements of endorsement from anyone outside the candidate's state may be included in materials. Pictures of candidates with National Officers (current or past), National Center staff, or national Board of Directors members may not be used in campaign materials since they imply endorsement.
- Applicants should check that campaign goals do not conflict with the FBLA strategic plan available on the national website or are part of the roles of the National Center staff or Board of Directors.
- All final campaign materials must be approved by the Elections Committee prior to candidate interviews, including:
 - The final copy of the candidate's speech.
 - The final copy of the candidate's campaign brochure/data sheet.
 - A description or sample of any items intended for distribution at the onsite campaign booth.

Campaign Booth

Except for small items (such as candy, ribbons, buttons, etc.) as approved by the Elections Committee, the only items that can be distributed at the campaign booths are to be those which provide delegates with information on the candidate (flyers with goals, photo, involvement in FBLA and other organizations, etc.).

Campaign Fundraising/Spending Limit: High School - \$1,000; Collegiate - \$500

- Candidates and all campaign items must stay within the booth allocation.
- No items that create noise may be used.
- No items that could cause a safety issue (bouncy balls, painting, etc.) may be used.
- No food other than professionally wrapped items such as candy may be used.
- Other than the elections pages on the national website, no personal or organization websites should display candidate information or endorsements. Therefore, no website addresses or QR codes to websites should be available at the campaign

booth.

- No raffles for giveaways are allowed; approved giveaway items (pencils, candy, pins, etc.) must be available to all attendees.



Candidate Financial Statement

A candidate for National Office may not spend or have received donated materials (at “fair-market” value) and/or funds totaling more than \$1,000 for High School campaigns and \$500 for Collegiate campaigns. The Candidate Financial Statement must include documentation for donations and receipts for all campaign materials.

Audio/visual equipment rented or loaned to the candidate should be reported at either the documented rental rate or fair-market estimation. Candidates may use their own equipment, but any donated items, including television screens, must be reported at fair-market value.

Income plus donations must equal expenses. For example, if a High School candidate has \$700 in income and \$300 in donations, their total expenses must also equal \$1,000. Any unused funds must be returned to the donor(s).

Campaign Speeches

Candidates for at-large elected FBLA High School national offices (president, secretary, and treasurer) will deliver their speeches live during the NLC Opening



General Session. Region Vice President candidates will deliver their speeches live during a Regional Campaign Rally (Eastern, Mountain Plains, North Central; and Southern, Western) at the NLC. All campaign speeches are limited to a total of two (2) minutes.

For FBLA Collegiate, all candidates will deliver their speeches during the NLC Opening General Session. All campaign speeches are limited to a total of two (2) minutes.

- The two-minute time limit is monitored and strictly enforced.
- No audio/visual equipment or other visual aids may be used during campaign speeches.
- Business professional attire must be worn. See the [FBLA Dress Code](#) for more information.
- Only the candidate may participate in the campaign speech (i.e., no introductions, skits, or interviews).

Candidate Interviews

All applicants for national office will complete a virtual interview with the Officer Screening Committee prior to the NLC.

- All National Officer candidates will be interviewed, including candidates for the office of national parliamentarian.
- Each candidate interview will last approximately 15 minutes.
- The candidate, their local adviser(s), and their state adviser(s) should arrive in the virtual lobby at least 15 minutes prior to their interview time.
- The Officer Screening Committee will consist of members of the Board of Directors, FBLA's president and CEO, and current National Officers.
- Current National Officers running again will not participate as part of the Officer Screening Committee.
- The Elections Committee must have copies of all campaign materials prior to the interview.
- At least one member of the Elections Committee will be assigned to every interview group in the event that procedural or policy questions arise from Officer Screening Committee members.



- Business professional attire is required for interviews. See the [FBLA Dress Code](#) for more information.
- Only candidates who are certified by the Officer Screening Committee are eligible to run for elected office or to sit for the national parliamentary exam.
- Candidates must follow the Code of Conduct found in the National Officer Candidate Application ([High School](#), [Collegiate](#))

Members are identified as “applicants” prior to approval from the Screening Committee. At that point, the committee will determine whether the applicant is approved as a candidate.

National Officer Q&A Sessions

FBLA Collegiate

All candidates for elected office will take part in an onsite Q&A session (not to total more than 15 minutes in length for each office).

FBLA High School

The Q&A session for the offices of president, secretary, and treasurer (not to total more than 30 minutes in length for each office) will take place during the onsite State Presidents and State Voting Delegates Q&A Session.

The Q&A session for the offices of the Regional Vice Presidents (not to total more than 15 minutes in length for each region) will occur during the Regional Vice President Campaign Rallies at the NLC. The Q&A Session will immediately follow the Regional Vice President candidate speeches.

During the onsite Q/A sessions, a state may not have a voting delegate ask a second question until every state at the session has had the opportunity to ask an initial question, a third question until each state has had the opportunity to ask a second question, and so forth. A National Center staff or Elections Committee member will monitor the sessions to ensure this procedure is followed. For Q/A sessions, only questions related to the candidate’s platform or a goal of the organization may be asked. A member of the Board of Directors or Elections Committee will be in attendance to determine if questions are permitted. A voting delegate’s question may contain only one question (not a question with multiple parts)

In a rotating order of speaking, each candidate will have the opportunity to respond to a question. The candidates’ responses should not be more than one minute to give each candidate a chance to respond and to allow a reasonable number of questions to be asked by the voting delegates.



Official Campaigning

Official campaigning for elected positions is restricted to campaign booth hours in the Future Leaders Expo Hall at the NLC. All FBLA High School voting delegates will be provided with region ribbons to ensure that candidates for region vice president are able to recognize delegates from their respective region.

Electronic/Social Media Campaigning

The FBLA website will display each candidate's photo and links to a one-page (8.5"x11") flyer of the candidate's design, and the candidate's resume as submitted in the application and approved by the Elections Committee. Candidates will have no other campaign information posted on personal, chapter, state, or other websites.

Social media posts will be submitted prior to and released during the NLC by the FBLA Marketing and Communications Department. The anticipation is that the posts will be the cover or a modified version of the cover of the candidates' campaign flyer/brochure.

The intent of the posts is to encourage delegates to visit the campaign booths rather than provide all the candidates' campaign information. There will be a maximum of one post each day during the campaign hours listed in the conference program.

The content of the post will be part of the materials approved by the Elections Committee. The posts must promote the candidates' qualifications and in no way be considered a negative message against other candidates. Candidates are not to respond to social media messages or comments regarding the candidacy.

Elections

Voting Procedures

High School National Officer elections will take place over a 24-hour period starting at 12:00 PM PT on the third day of the NLC to 12:00 PM PT on the final day. Collegiate National Officer elections will take place from 10:00 AM CT on the second day of the conference to 10:00 AM CT on the last day of the conference. All voting will be conducted online.

- Candidates are elected using ranked voting.*
- A majority vote is required for election.

Candidates for National Office are not disqualified from assuming the roles of state or local voting delegates.

No two National Officers may be elected from the same state chapter. This requirement does not apply to unopposed candidates for FBLA Collegiate national offices.

The office of national parliamentarian is an appointed position. According to the [High School Bylaws](#), the candidate earning the highest score on the Parliamentary Procedures written exam at the NLC will be appointed to the Office of National Parliamentarian. Although not elected, this candidate must have filed a National Officer application and participated in the interview process.

Each state may submit one candidate for national parliamentarian.

**Ranked voting is any election voting system in which voters use a ranked ballot to select more than one candidate (or other alternative being voted on) and rank those choices in a sequence based on preference. If a majority is not reached on the first ballot, the ballots of the lowest-placing candidate are redistributed to the next-highest choice. This process of dropping the lowest candidate and redistributing their votes to the next highest-placing candidate continues until one candidate reaches the majority.*





Voting Delegate Guidelines

Voting delegates are responsible for electing the National Officers who will serve FBLA for the 2025-26 program year.

High School Elected Offices

State Voting Delegates

President

Secretary

Treasurer

Local Voting Delegates

Eastern Region Vice President

Mountain Pains Region Vice President

North Central Region Vice President

Southern Region Vice President

Western Region Vice President

Delegates Are Determined as Follows

State Voting Delegates

Each state chapter in good standing shall be entitled to send two (2) voting delegates and one (1) alternate from its active membership to the NLC. These state voting delegates cast ballots for the election of the national president, national secretary, national treasurer, and any Bylaws amendments. State leaders must submit their two (2) state voting delegates by 11:59 PM ET on May 14, 2025.

Local Voting Delegates

Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each delegate, to the NLC in accordance with the following:

Up to 50 members: Two (2) voting delegates

50–100 members: Three (3) voting delegates

More than 100 members: Four (4) voting delegates

These delegates vote for the region vice president who corresponds to their geographic region. Voting delegates are selected by local advisers as part of the NLC registration process. A report will determine the total number of votes to be cast based on registrations received by 11:59 PM ET on June 1.



Collegiate Elected Offices

President
Executive Vice President
Vice President of Communication
Vice President of Financial Development
Vice President of Membership
Vice President of Operations

Delegates Are Determined as Follows

Each local chapter in good standing shall be entitled to send up to four (4) voting delegates from its active membership, in addition to one (1) alternate for each voting delegate, to the NLC in accordance with the following:

Up 50 members: Two (2) voting delegates
50–100 members: Three (3) voting delegates
More than 100 members: Four (4) voting delegates

These delegates vote for all FBLA Collegiate elected offices and any Bylaws amendments. Voting delegates are determined as part of the NLC registration process. A report will determine the number of votes based on registrations received by 11:59 PM ET on June 1.

Campaign Violation Reporting

A delegate's concern or question about a candidate or the candidate's campaign should be given to their local or state adviser, who will then submit the concern/question in writing via the National Center ticketing system to the Elections Committee chair for consideration.

Disqualification

Following approval by the National Officer Candidate Screening Committees, the Elections Committee will continue to work with candidates and monitor to ensure compliance with campaign and election procedures. If there are serious concerns about a candidate or their campaign, the Elections Committee will address the candidate and, if deemed necessary, the state and/or local advisers who endorsed the candidate.

Until the election results are announced, the Elections Committee, upon consultation with and approval of the Chair of the Board of Directors, may remove a candidate from the ballot. The state adviser who signed the application will be notified, followed by the candidate and their local adviser. Student members of the Elections Committee will not be involved in a disqualification process but will be informed of the action.



Current Officer Involvement in the Election Process

As emphasis to the Code of Conduct, serving National Officers, as individuals or as a team, should not become involved directly or indirectly in the election process outside of membership on Candidate Screening Committees, particularly campaigning or voicing an opinion for or against a candidate. Violations could result in the National Officer being removed from office at the discretion of the Elections Committee and the Board of Directors.

Election Results

Collegiate National Officers-Elect will be announced during the Awards of Excellence Ceremony at the FBLA Collegiate NLC.

High School National Officers-Elect will be announced during the Awards of Excellence Ceremony at the FBLA Middle School and High School NLC.

Officer Appointments

If an office has no candidates or a candidate is not elected, the Elections Committee will open a nomination process, review applications, select applicants to be interviewed, and recommend to the division president up to three candidates for an appointment. Per division Bylaws, the official appointment will be made by the division national president.





Important Dates

March 1

Membership dues receipt deadline for eligibility to serve as a High School or Collegiate local chapter voting delegate.

April 11

Collegiate National Officer applications and campaign materials submissions are due by 5:00 PM ET. Click [HERE](#) for the Application.

April 15

Collegiate National Officer state adviser approval form and letter of recommendation are due by 5:00 PM ET. Forms will be shared directly with state advisers.

April 23 – 5:30 – 8:30 PM ET

Collegiate National Officer candidate virtual interviews.

May 11

High National Officer applications and campaign materials due by 5:00 PM ET. Click [HERE](#) for the application.

May 14

High School state chapter voting delegate form deadline.

May 14

Collegiate National Officer Candidate Webinar at 7:00 PM ET
Local advisers and state leaders are encouraged to attend.

May 15

High National Officer state adviser approval form and letter of recommendation are due by 5:00 PM ET. Forms will be shared directly with state advisers.

May 21 – 5:30 p.m. – 8:30 p.m. ET

High School National Officer candidate virtual interviews

May 31 – June 2

Collegiate NLC – Dallas, Texas

June 1

High School local voting delegate registrations are due by 11:59 PM ET

June 11



High School National Officer Candidate Webinar at 7:00 PM ET
Local advisers and state leaders are encouraged to attend.

June 29-July 2

FBLA Middle School and High School NLC – Anaheim, California

July 19-22

National Officer training at the National Center in Reston, Virginia

Candidates will receive more detailed schedules and dates in May



2025.