



State Officer  
Candidate  
&  
Voting Delegate  
Handbook

**ELECTIONS-2026**

*Revised: December 19, 2025*

## FOREWORD

This Handbook is to be duplicated and a copy given to each state officer candidate for his/her use in preparing for candidacy. The state officer candidate and the members of his/her chapter are responsible for following all campaign and election regulations because failure to do so may result in the candidate's disqualification.

This handbook should also be provided to those students who will serve as voting delegates during election sessions.

The purpose of this Handbook is to provide information to local chapters and prospective state officer candidates & voting delegates concerning eligibility, campaign and election regulations, and procedures.

Any questions concerning this Handbook are to be directed to the State/Chartered Association Advisor by email.

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## **GENERAL INFORMATION**

### **1.) Prospective Candidate Eligibility**

A student must be a currently enrolled, dues-paid member of both the State and National Associations and have a 2.5 GPA based on a 4.0 scale for the preceding two semesters. A school transcript must be submitted with the state officer candidate forms.

The student must also complete, sign, and submit all candidate forms and transcript(s) by the designated deadline. Failure to do so will result in the prospective candidate's disqualification.

### **2.) APPLICATION FOR CANDIDACY -- CANDIDATE FORMS**

There are five candidate application components to be completed by the student. If a question does not apply, "NA" is to be typed in the space for the answer. Some forms require signatures and all signatures requested must be supplied if applicable to the student. If not, "NA" is to be typed on the applicable line. The fifth component is the State Officer Candidate Test. This is an online, take-home exam designed to test the individual prospective candidate's knowledge of association history, traditions, facts, and parliamentary procedure.

**A minimum score of 75% of the top score achieved on the Worksheet must be attained to advance to candidate status.**

### **3.) NOTIFICATION OF CANDIDACY**

The Chapter Advisor will be notified of the status of the chapter's prospective candidates approximately seven (7) days prior to the first day of the State CDC.

#### 4.) CANDIDATE RESPONSIBILITIES

After notification of official candidate status, the candidate shall review and abide by all campaign and election guidelines.

Each candidate must register at State CDC during the designated time period and attend a brief meeting. Each candidate will receive their conference name badge/candidate ribbon and conference program. **Each candidate will also turn in a list of expenditures of campaign expenses at this time.** Failure to turn in the candidate's expenditures at this time shall result in the candidate's **disqualification**. If unusual circumstances prohibit a candidate's registration during the designated time period, the State Advisor may grant an exception to this policy.

Each candidate will also prepare a campaign speech and campaign materials and if running for a "general" position, agrees to accept and fulfill the duties of any Executive Council position to which elected.

Failure to follow the registration process shall result in the candidate's disqualification.

#### 5.) CHAPTER ADVISOR RESPONSIBILITIES

**The Chapter Advisor shall be responsible for:**

- ◆ establishing a local screening procedure to determine which students are qualified to be prospective candidates. Each chapter may have a maximum of three (3) candidates, provided one is a candidate for the applicable Region Vice President position. The Chapter Advisor is the only person authorized to determine which students are declared prospective candidate applicants.
- ◆ discussing the responsibilities of state officers with interested students.
- ◆ **making a copy of this Handbook available to prospective candidates and voting delegates.**
- ◆ assisting prospective candidates in locating the *"suggested resources"* to complete the Candidate Worksheet – Form 5.
- ◆ keeping this Handbook as a permanent part of the Chapter's library until such time as a new edition is printed.
- ◆ reviewing, signing and mailing candidate forms and school transcript to the State Office by the designated postmark deadline. If the school transcript is coming directly from the school office, it must also be mailed by the designated postmark deadline.

#### 6.) ATTIRE

All candidates must be dressed professionally for all conference sessions unless indicated otherwise in the official State CDC program. Inappropriately attired candidates will not be admitted to conference sessions.

## CAMPAIGN REGULATIONS

Candidates, campaign managers, voting delegates, chapter members, and chapter advisors must follow all Campaign and Election Regulations. Failure to do so may result in disqualification of the candidate(s).

### 1 OFFICIAL STARTING TIME

- ◆ **No campaigning may be conducted prior to the State CDC.** This includes mailings, phone calls, e-mail, personal conversations, meetings, social media, or any other type of communication with another chapter to solicit support for candidate(s).
- ◆ Campaigning may begin immediately following the General Session in which campaign speeches are presented.

### 2 CAMPAIGN MATERIALS

#### GUIDELINES

- ◆ Campaign materials must be general in scope. **No materials may refer to a specific Executive Council position, except for the positions of Regional Vice President.**
- ◆ Campaign materials must be a reasonable size, freestanding or displayed on an easel, which must be supplied by the candidate or chapter. No materials may be attached to the conference property walls.
- ◆ Campaign materials must be removed at the time designated in the State CDC program. No materials will be mailed after the conference.
- ◆ Campaign materials such as buttons, ribbons, etc. must be removed from clothing prior to the Election Session. No materials are allowed in the Election Session.
- ◆ Campaign materials such as flyers, pencils, cups, buttons, candy, cookies, etc. may be distributed to members only from Candidates Row. Posters may be displayed in Candidates' Row only! No materials may be distributed or displayed at any other time in any other place.
- ◆ **Campaigning materials may not exceed \$100 per candidate. This includes all materials including the "fair market value" of all donated campaign materials. Photocopies are counted at 5 cents per page. A typed, itemized list of all expenses incurred must be submitted when the candidate registers at the State CDC. The list must be totaled, and must include the "fair market value" of all donated items.**

### 3 CANDIDATES' ROW

- ◆ Each candidate and/or his/her chapter is responsible for storing campaign materials out of sight until after the general session in which candidate speeches are presented. Campaign materials may not be stored in the Candidates' Row area or CDC Headquarters.
- ◆ Each candidate will have one small table and two chairs. Tables are not assigned in advance. ***No materials may be set on tables until the designated time for Candidates' Row Set-Up.***
- ◆ Only the candidate, the campaign manager, and the Chapter Advisor are permitted in the Candidates' Row area during the designated set-up time.
- ◆ All materials, such as tape, scissors, etc. which are needed for set-up must be supplied by the candidate or chapter. Materials may not be borrowed from CDC Headquarters.
- ◆ Handout materials and posters may be distributed or displayed from Candidates' Row only.
- ◆ Music is not permitted on Candidates' Row.
- ◆ Candidates are REQUIRED to remove ALL items from Candidates' Row. This includes, but is not limited to: candy, candy trash, posters, buttons, trash, etc.

### 4 CANDIDATE SPEECH

- ◆ All candidates will be escorted from the room prior to any speech being given. Campaign managers must leave the room at the same time and enter when it is the candidate's turn to speak.
- ◆ The candidate speech is limited to two (2) minutes. Of this time, the candidate's campaign manager may use up to 30 seconds to introduce the candidate. The campaign manager will be stopped if 30 seconds is exceeded. The candidate then has one and one half (1 ½) minutes remaining. A time warning will be shown to the candidate when 30 seconds remain. The candidate will be stopped if s/he exceeds the time limit.
- ◆ The candidate may use note cards and visual aids during the speech provided such aids: (1) do not require electricity or the assistance of another person; (2) are of reasonable size and in good taste; and (3) do not refer to a specific Executive Council position.
- ◆ The candidate may not perform any action during the speech which may be considered a skit or play, and may not sing or rap.
- ◆ The candidate may not dress in costume; the candidate must be professionally dressed.
- ◆ Candidate speeches should not use offensive, crude, inflammatory or derogatory language.

## 5 FORUM

- ◆ The candidate will answer a maximum of three (3) questions immediately following the speech.
- ◆ Both general (*opinion*) and specific questions may be asked. Questions may cover such topics as state or national association information, leadership, parliamentary procedure, or officer duties.
- ◆ Questions are selected prior to the conference and remain in a sealed envelope until needed during the General Session. Current state officers do not know what questions will be asked.
- ◆ Both the question and the answer to the specific question(s) will be read to the audience prior to the first candidate speech. Only the opinion question (not the answer) will be read to the audience.
- ◆ Each candidate and his/her campaign manager will leave the room following the speech and forum. Both candidates and campaign managers must remain separated from those who have not yet given their speech and answered the questions.
- ◆ All candidates and campaign managers will be escorted back into the room after all speeches have been presented.

## 6 CANDIDATE & CAMPAIGN MANAGER SEATING

- ◆ Each candidate and his/her campaign manager **MUST BE** seated in the reserved section designated for “Candidates” at least five (5) minutes prior to the start of the Candidate Session when speeches will be given. Candidates/Managers may sit with their chapter for remaining sessions.

## 7 VOTING DELEGATE REGISTRATION & SEATING

- ◆ The Head Voting Delegate (*1 per chapter*) must register at SCDC during the designated time period or lose the chapter’s voting privileges in the Candidate Election. A “Voting Delegate Registration” table will be set up for this purpose. The Head Voting Delegate will receive ALL allocated chapter-voting delegate ribbons.
- ◆ All allocated chapter-voting delegates must be seated in the section reserved for “Voting Delegates” at least five (5) minutes before each session begins where roll call is taken. Voting delegate(s) not seated when roll call is taken will be disqualified from voting in the Candidate Election session.

## 8 CANDIDATE BRIEFING

- ◆ Candidates are required to participate in a candidate briefing via zoom the week prior to the State Career Development Conference.
- ◆ Candidates may change the position they are running for, as long as this change is made within 24-hours of the candidate briefing and that the local chapter advisor supports the change.



# ELECTION REGULATIONS

## 1 GENERAL INFORMATION

1. Each chapter must submit the initial membership roster and pay both State and National dues by the designated deadline in order to be allocated delegates. The number of allocated voting delegates is based on total chapter membership as verified by the official membership roster and is printed in the conference program.
2. Only student members have voting privileges.
3. A chapter will lose ALL voting privileges in the General Election if the Head Voting Delegate fails to register during the designated registration period.
4. A chapter may also lose voting privileges if any voting delegate(s) is/are absent for roll call at any conference session. The number lost may not be regained and will be equivalent to the number of voting delegate(s) absent during roll call.

## 2 CHAPTER CAUCUS

1. The chapter-voting delegates will meet (*caucus*) with all chapter members to discuss the chapter's ballot to be cast during the Election Session.
2. Only the allocated chapter-voting delegates and candidate finalists will return to the Election Session at the designated time.

## 3 ELECTION PROCEDURES

1. Only allocated chapter-voting delegates may cast a General Election ballot. Neither candidate(s) nor campaign managers should serve as chapter-voting delegates since they are not allowed to hear the campaign speeches of all candidates
2. Cell phones are not permitted in the election session.
3. The top portion of the ballot will be voting for general positions. These positions consist of President, Vice President, Secretary and Treasurer, and Reporter. For this portion, you will give each candidate a number from 1-4. The higher the number, the higher the position you vote them in for.
  - 4- President
  - 3- Vice President
  - 2- Secretary and Treasurer
  - 1- Reporter

If you do not place a number by the candidate, it will be viewed as no vote. You may use each number only once.

For voting for regional vice presidents, to vote for them place an "X" next to the name of the candidate. Remember, all region vice presidents MUST receive majority vote to be elected to office and you will only vote for the region that your school is located in.

4. Voting delegates will remain in the room while ballots are tallied.
5. Voting delegates are to bring a writing utensil to the Election Session.
6. No campaign materials are allowed in the Election Session.
7. Results of the General Election ballot will be announced during the Closing Session.

# Appendix

## EXPECTATIONS OF STATE OFFICERS

Each state officer is expected to (but not limited to):

1. Attend all Executive Council meetings and state conferences during his/her term of office, including those listed on State Officer Candidate Form 2 as well as all others that may be scheduled thereafter.
  - a) Submit "Confirmation of Attendance" form to State Office by deadline
  - b) Communicate any problems connected with attendance directly with the State Advisor
  - c) Prepare assignments for Executive Council meetings **prior** to arrival
  - d) Participate in all meeting activities, remembering there is a time for both **listening** and **talking**
  - e) Accept outside assignments willingly and cheerfully, completing and submitting same when due
2. Register and compete in a minimum of one (1) event at the annual SCDC,
3. Be responsible to the team by being on time for rehearsals, being prepared for designated portions of the program script, and assisting with conference setup and tear down chores,
4. Work cooperatively with all members of the Executive Council to establish goals and objectives and a program of work for the year,
5. Keep the State Office informed of changes of address, place of employment, and phone numbers, and any requests for a chapter visit received directly,
6. Communicate any problems related to the fulfillment of assigned duties and any questions or concerns directly with the State Advisor,
7. Serve as a State Association voting delegate at the International Career Development Conference, attend the Leadership Academy for New State Officers UNLESS s/he is qualified to compete; or is otherwise approved for attendance by the State Advisor and Chapter Advisor,
8. Be prepared for the financial responsibilities required of a state officer (***The State Association does not provide financial assistance to the ICDC or provide required clothing.***),
  - a) purchase items of clothing to be worn with the official DECA blazer,
  - b) be in official DECA dress for all Executive Council meetings and during state conferences unless otherwise informed
  - c) set the highest example of professional attitude and conduct for all member
9. Demonstrate responsible professional behavior at all times when representing the State Associations,
10. Perform or assist in the performance of any duties which may be requested by the State Association members, advisors, or State Advisor,
11. Be housed with state officers at all State Association functions (this excludes ICDC and CRLC), and

12. Understand that, while not an exclusive list, specific examples of prohibited social media conduct includes posting comments, content, pictures or images that are defamatory, pornographic, harassing, libelous, or that can create a hostile environment during my term of office even while using personal social media.
13. Treat conference property with respect. Damages to any property or furnishings are the sole responsibility of the individual delegate and/or his/her parents or guardians,
14. Not drive personal vehicles to/from/during the conference unless a letter is obtained from the school that assumes all liability in case of an accident,
15. Remain at the conference meeting site unless or until permission to leave has been granted by the CTSO state advisor or designee.

# State Officer Code of Ethics

## Kansas Association of DECA

During my term as a State Officer for **Kansas DECA**, if elected, I understand and agree to the following:

- I will not be alone in a hotel/motel room with other state officers, members, guests, or visitors of the opposite sex unless an adult designated by the State Advisor is present.
- I will not use alcohol, tobacco, or other drugs unless prescribed by a doctor while involved in official or assigned activities or while wearing official dress.
- I will take and follow instructions as directed by those responsible for them.
- I will maintain a cooperative attitude at all times with my teammates, my local chapter advisor, and my state advisor.
- I will use wholesome language in all speeches, informal conversations and while using social media.
- I will maintain proper dress and good grooming at all times.
- I will avoid places or activities that in any way could raise questions as to moral character or conduct.
- I will avoid participation in and actively discourage any conversations that belittle or downgrade fellow members, officers, and/or adults.
- I will treat all members equally by not favoring one over another.
- I will behave in a manner that conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned, and interested in fellow members.
- I will keep my State Advisor informed of my whereabouts at all times during the conference.
- I will abide by the Delegate Conduct Rules for all Kansas DECA sponsored activities.

I understand that the rules of my school district also apply and that I serve at the discretion of my local chapter advisor and that I may be removed from office at his/her request. I understand that if I fail to fulfill my responsibilities or to abide by the **Kansas DECA, State Officer Code of Ethics**, I may be relieved of duty and my office will be declared vacant, or reassigned.

Effective Date: March 14, 1984

Revised: October 2, 2013

Ratified: March 4, 2014

## KANSAS ASSOCIATION OF DECA

### HIGH SCHOOL DIVISION

#### CONSTITUTION

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##### Article I - NAME

The official name of this organization shall be the Kansas Association of DECA, and may be referred to as Kansas DECA.

##### Article II - PURPOSE

The purposes of this organization are:

- To provide students an avenue for becoming 1) academically prepared, 2) community oriented, 3) professionally responsible, and 4) experienced leaders.
- To develop college and career ready leaders among members who are prepared to assume responsibilities in marketing, hospitality, finance, and entrepreneurship.
- To provide a means of integrating Business Administration and Management, Finance, Marketing, and Hospitality Pathways with other school groups through joint sponsorship of projects and recreational and social activities.
- To assist local chapters in the growth and development of the Kansas Association of DECA.

##### Article III – ORGANIZATION

**Section 1** The Kansas Association of DECA shall consist of local High School DECA Chapters and secondary members of College and Career Center Chapters affiliated with DECA, each operating in accordance with a charter granted by Kansas DECA.

**Section 2** The daily administration of Kansas DECA shall be the responsibility of the State Advisor who is the Public Service Executive selected and assigned to Kansas DECA by the Kansas State Department of Education in conjunction with the Kansas DECA Board of Directors.

**Section 3** The overall administration of Kansas DECA shall be the responsibility of the Kansas DECA Board of Directors as outlined in the Kansas DECA Policy Handbook.

**Section 4** The Kansas DECA Board of Directors shall consist of no less than five and no greater than ten (10) members. One member shall be the State President of the High School Division of Kansas DECA who will hold an advisory, non-voting position. The State Advisor shall also hold an advisory, non-voting position on the board with other advisor members elected as outlined in the Kansas DECA Policy Handbook. Board members shall elect annually a chair to oversee board activities.

**Section 5** The Kansas DECA Board of Directors may appoint a chairman and members of standing committees as deemed necessary. The standing committees shall include: Auditing Committee, Budget Committee, Election Certification Committee, and State Competition Committee.

**Section 6** The Executive Council of Kansas DECA shall be composed of the President, Vice President, Western Region Vice President, Central Region Vice President, Eastern Region Vice President, Secretary Treasurer, and Reporter. The Kansas DECA State Advisor shall automatically become the advisor to the Executive Council of Kansas DECA. The state advisor, in conjunction with the Board of Directors, shall see that the responsibilities of the Executive Council are met.

**Section 7** The President of Kansas DECA, in conjunction with the Kansas DECA State Advisor, shall appoint chairmen and members to the committees established by the Executive Council of Kansas DECA.

#### **Article IV – MEMBERSHIP**

**Section 1** The membership of the Kansas Association of DECA shall be the Chartered local chapters, and each local chapter shall consist of individual members.

**Section 2** Kansas DECA shall recognize individual members as follows:

**Active** members shall be students enrolled in a secondary school program who have paid dues to DECA and Kansas Association.

**Alumni** members shall be individuals who have graduated and wish to remain involved with the program by paying the appropriate DECA and Kansas Association dues.

**Professional** members may be persons associated with or participating in the professional development of DECA as approved by Kansas DECA. Such members may include Teachers, Administrators, Teacher-Educators, Pre-Service Teachers, Business Partners, Advisory Committee Members, Parents, and others willing to contribute to the growth and development of Marketing Education and/or DECA. Professional members will pay appropriate DECA and Kansas Association dues.

**Honorary** membership may be rendered upon the recommendation of the Kansas DECA Board of Directors.

**Section 3** Upon applying for a charter and submitting a membership report to the Board of Directors of Kansas DECA, a charter may be granted to an individual chapter of Kansas DECA.

#### **Article V – VOTING**

**Section 1** Local chapters of Kansas DECA shall exercise their voting privilege through their voting delegates.

**Section 2** A local chapter's voting delegates will be determined by the number of active student, alumni, and professional Kansas DECA members in each chartered chapter on the following basis: 1-20 members, 1 vote; 21-40 members, 2 votes; 41-60 members, 3 votes; 61-80 members, 4 votes; 81 members or more, 5 votes. The maximum number of votes for a chartered chapter will be 5 votes.

**Section 3** The local DECA Chapter may request to divide into multiple DECA Chapters by securing permission from the Kansas DECA Board of Directors, providing each DECA Chapter would have at least ten members.

## **Article VI – EXECUTIVE COUNCIL**

**Section 1** Officers shall be elected by a majority vote of the voting delegates representing the chartered chapters of the Kansas Association of DECA during the election session at the State Career Development Conference.

**Section 2** The officers of Kansas DECA shall consist of a President, Vice President, Western Region Vice President, Central Region Vice President, Eastern Region Vice President, Secretary-Treasurer, and Reporter.

**Section 3** Officers elected at the Kansas State Career Development Conference shall hold office until the close of the Kansas DECA State Career Development Conference the following school year.

**Section 4** State Officers must be members in good standing of local DECA Chapters throughout the term of office. If, for any reason, an officer fails to maintain a good standing as defined by the chapter, he or she may be removed from Kansas DECA office.

**Section 5** If a State Officer does not fulfill the responsibilities designated in the Constitution of the High School Division of Kansas DECA, the local chapter and the State DECA Advisor will consult to determine whether that officer's performance should be submitted to the Kansas DECA Board of Directors for review.

**Section 6** If a member of the Executive Council is not fulfilling the responsibilities of office, he/she may be removed from office by the Kansas DECA Board of Directors.

**Section 7** The Kansas DECA Board of Directors reserves the right, but is not obligated, to fulfill a vacancy on the Executive Council.

## **Article VII – MEETINGS**

**Section 1** The Kansas DECA Board of Directors shall determine the time, dates, and places for the meetings of Kansas DECA. Notification of these meetings shall be made by the Kansas DECA State Advisor, as authorized by the Kansas DECA Board of Directors.

**Section 2** Rules and procedures as specified by the Kansas DECA Board of Directors shall be followed.

**Section 3** Procedures shall be governed by Robert's Rules of Order.

## **Article VIII – ADVISORS**

**Section 1** The Public Service Executive as identified by Kansas State Department of Education with consultation from the Kansas DECA Board of Directors shall be responsible for the Kansas Association of DECA and shall be referred to as the State Advisor. The duties of the State Advisor may be assigned as deemed necessary.

**Section 2** Each teacher who has a dues paying chartered chapter shall serve as advisor to his or her local chapter and shall be referred to as the Chapter Advisor.

**Section 3** Advisor committees to assist with the growth and development of Kansas DECA may be appointed as deemed necessary by the Executive Council of Kansas DECA and/or the Kansas DECA Board of

Directors.

#### **Article IX – FINANCES**

**Section 1** The Kansas DECA Board of Directors will monitor all Kansas DECA finances.

**Section 2** The State Advisor shall furnish an annual Income and Expense Statement at the first chapter advisor meeting of the State Career Development Conference.

#### **Article X – EMBLEM AND COLORS**

**Section 1** The emblem and colors of Kansas DECA shall correspond to those set forth in the DECA, Inc. Constitution.

**Section 2** Kansas DECA and all local chapters shall follow all DECA, Inc. rules and regulations regarding the use of DECA logos and emblems.

#### **Article XI – AMENDMENTS**

**Section 1** To amend this constitution, the proposed amendment must be presented to the Kansas DECA Board of Directors no later than 60 days prior to the State Career Development Conference. The Board of Directors has the right to correct the proposed amendment, but not to alter its purpose. The Kansas DECA Board of Directors shall forward the proposed amendment to all chartered chapter advisors no later than 30 days prior to the State Career Development Conference. In order for the amendment to be approved, a two-thirds majority of the voting delegates present must vote for the proposed amendment. To ratify and adopt the amendment, two-thirds votes collected from chartered chapter advisors must be in favor of the vote. Each chartered chapter receives one advisor vote for ratification purposes.

#### **Article XII – BYLAWS**

The Bylaws for Kansas DECA are a part of the Kansas DECA Policy Handbook.