



SkillsUSA  
NEW MEXICO

Policies  
&  
Procedures

*February 2005*

## **STATE OFFICERS**

### **Purpose**

To obtain and hold an office in the New Mexico Association of SkillsUSA (SkillsUSA New Mexico) is a high honor requiring certain responsibilities. First and foremost, officers must enlarge their perspective from purely member interest to encompass the purposes of the organization and its effective and efficient functioning.

### **General Duties**

Officers must prepare themselves for such responsibilities by:

1. Becoming increasingly skillful in the duties of their office by study and practice.
2. Developing a thorough knowledge of the Constitution and Bylaws of the organization.
3. Schooling themselves to approach all issues objectively so that their decisions will be honestly reached for the “good of all.”
4. Carrying out all duties, thoroughly, on time, and to the best of their abilities.
5. Working cooperatively with all other officers and officials so that their leadership of the organization will be strong and effective to assure success of the organization.
6. Giving willingly of time and effort, which will be required of them.
7. Meeting the eligibility requirements of the New Mexico Activities Association.
8. Attend the following SkillsUSA functions:
  - NM SkillsUSA (Spring) Leadership & Skills Conference (*terms begin and end at close of conference*)
  - All SkillsUSA New Mexico State Officer trainings
  - NM SkillsUSA Fall Leadership Conference
  - State Legislative Career Education Day
  
  - SkillsUSA Regional and/or National Leadership Conference (**State Presidents only**)
  - SkillsUSA National Leadership and Skills Championships Conference (**State Presidents only**)
  - SkillsUSA New Mexico quarterly Board of Directors meetings (**State Presidents only**)

All State Officers are encouraged to attend National Conferences

*NOTE: Failure to attend one or more of the required functions may result in the State Officer being asked to resign his or her position.*

### **Application for Candidacy**

All candidates for State Office must file for the office by the deadline established in the Constitution and Bylaws. High School (secondary) and Postsecondary/College elections are both held during the annual Spring Conference. An application form will be provided. The application form must contain all required signatures and be mailed to the State Office by the deadline established in the Constitution and Bylaws, or three (3) weeks prior to the event. A type-written résumé must be included. The completed State Officer Application Form constitutes the official nomination of the candidate by the candidate’s chapter. (*NOTE: nominations received by telephone, e-mail or other means if not followed immediately by hardcopy, are not official as they do not provide required signatures*).

## **Elected Positions (12 total)**

### **High School (secondary) Division**

State President  
State Secondary/Reporter  
NW Regional Vice President  
NE Regional Vice President  
SW Regional Vice President  
SE Regional Vice President

### **Postsecondary/College Division**

State President  
State Secretary/Reporter  
NW Regional Vice President  
NE Regional Vice President  
SW Regional Vice President  
SE Regional Vice President

## **SELECTION CRITERIA**

### **Qualifications**

1. Must be an active SkillsUSA member (National and State dues paid).
2. Must enroll in a technical, skilled or service occupations education program (including health care) with an active chapter in the year to serve as a State Officer.
3. Must be able to commit as a State Officer of SkillsUSA New Mexico for one full school year as specified in the Constitution and Bylaws and submit a completed application form and type-written résumé.
4. Must be in good academic standing with their school.

### **Requirements**

1. Know the SkillsUSA Motto
2. Know the official colors and be able to give their meaning
3. Know the six (6) points of the Creed
4. Describe the official Emblem and give it's meaning
5. Know the basic purposes of the SkillsUSA organization
6. Know the SkillsUSA Pledge
7. Know the duties of the office for which applying for
8. Know the organization's structure of the local chapter, state association and national association
9. Know the names of the Executive Director (State and National) and Board of Directors President/Chair
10. Possess minimum skills in Parliamentary Procedure
11. Possess basic speaking skills demonstrated through participating in group discussion or interview
12. Knowledge of Civics (the democratic process)
13. Knowledge of the history of VICA and SkillsUSA
14. Must recruit one new chapter during their term in office
15. Must organize a community service project
16. Must abide by the official dress code whenever appropriate
17. Must work with his/her local Advisor to bring in at least one new industry sponsor
18. Must attend official SkillsUSA functions as listed in the State Officer Duties section

\* Information can be located in the official SkillsUSA Leadership Handbook and on the web site: [www.skillsusa.org](http://www.skillsusa.org)

## **Procedures**

A written examination will be given covering the listed requirements, Professional Development, Parliamentary Procedure and/or general SkillsUSA knowledge. Candidates passing the examination with a score of 75% or better will be screened; those failing will not. If there are offices for which no candidates have filed, the screening committee will provide the opportunity for candidates to re-file for a vacant position during screening. The screening committee will select a maximum of three (3) candidates to run for each office.

Candidates for State Office will be considered for nomination from the floor providing that they:

- 1) meet all minimum qualifications (including those in the Constitution and Bylaws), passed the written examination with a score of 75% or better, and have been successfully interviewed,
- 2) are nominated from the floor by their chapter,
- 3) are seconded by a chapter from another school, and
- 4) are nominated for the office for which they originally filed, or for the office which the screening committee asked and for which they have agreed to accept candidacy.

## **The Election Ballot Will Show:**

- 1) The names of the candidates recommended by the screening committee for each office.
- 2) The names of all eligible candidates and the office for which they are filed.

***NOTE:** Time and other constraints permitting, candidates nominated from the floor will have their names placed with the names of candidates recommended by the screening committee.*

Prior to the Conference, the Board of Directors will appoint the Screening Committee. The Committee will be made up of 3 members as identified in the Constitution and Bylaws with one alternate.

Final decisions will be made by the Screening Committee. Any appeal must be made within four (4) hours to the Executive State Director in writing.

## **If Specific State Offices Are Not Filled:**

Candidates may be identified to the Executive State Director and appointed with input and confirmation by the Board of Directors.

## **BENEFITS**

Travel assistance to National Conferences (**State Presidents only**)

Registration waived at all State conferences (expected to perform specific duties at conferences)

Other assistance as determined by the Board of Directors

Small gifts and other special considerations from time-to-time as determined by the Executive State Director

**SkillsUSA New Mexico STATE OFFICER APPLICATION FORM**

High School (secondary)

Postsecondary/College

NW Region

NE Region

SW Region

SE Region

Candidate for Office of (1<sup>st</sup> Choice)\_\_\_\_\_ (2<sup>nd</sup> Choice)\_\_\_\_\_

Name of Candidate\_\_\_\_\_

School \_\_\_\_\_ Advisor \_\_\_\_\_

Program \_\_\_\_\_ Grade Classification \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Directions: Answer the following statement with a yes or no answer in the corresponding blank provided in the right hand column. If you want to explain a NO answer or include additional information, please attach a separate sheet. **Your type-written résumé and two reference letters from persons outside your family must be attached.**

1. I will arrive early for each meeting to help set up and organize the room so meetings begin on time. \_\_\_\_\_
2. If elected to office, I will learn my part in the Opening/Closing Ceremony so that I can proudly recite it from memory at all meetings. \_\_\_\_\_
3. I have made a study of the State Officer Selection Criteria and feel that I meet all the qualifications and requirements of the office I seek. \_\_\_\_\_
4. I agree to accept a different office other than the one for which I am a candidate if there are not candidates for every office according to the decision of the Screening Committee. \_\_\_\_\_

By submitting this application, I hereby declare my candidacy for SkillsUSA New Mexico State Office, and that I will be present at all officially designated meetings of the New Mexico Association of SkillsUSA: SkillsUSA State Officer trainings, NM SkillsUSA Fall Leadership Conference, NM SkillsUSA Leadership & Skills Conference, Regional and/or National Leadership Conference (**State Presidents only**), and SkillsUSA National Leadership and Skills Championships Conference (**State Presidents only**). I agree to notify my local SkillsUSA New Mexico Advisor and the Executive State Director at least 15 days prior to the date of an official meeting in the event I must miss a meeting. I also understand that I may forfeit my office for failure to comply with these requirements.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

We, the undersigned, believe this nominee is duly qualified and willing to carry out the responsibilities of the office he/she is seeking, and agree to be supportive of his/her efforts in this endeavor.

Local SkillsUSA Advisor \_\_\_\_\_ Chapter President \_\_\_\_\_

School Principal/Director \_\_\_\_\_ Parent/Guardian (If under 18) \_\_\_\_\_

**SkillsUSA New Mexico VOTING DELEGATES**

The Bylaws of SkillsUSA New Mexico state that “The House of Delegates shall consist of two (2) voting delegates from each active chapter, plus one additional delegate for each 30 members or major fraction (15) thereof.” Therefore, the following table will apply to assist your chapter in appointing its voting delegates. Keep in mind there should be an adequate number of alternates to cover the meetings if and/or when the official voting delegate(s) must be absent.

Active Chapter	2 delegates
15 to 45 members	1 additional delegate
46 to 75 members	1 additional delegate
76 to 120 members	1 additional delegate

Each delegate will have one vote, and must be present to vote, or an alternate must be properly seated and recognized to represent the delegate. No state delegates shall be recognized or seated unless one or more adult advisors from their respective chapter at the state meeting sponsor them.

**Instructions to Voting Delegates**

1. One person from each delegation will be assigned to be responsible for answering the roll for the respective chapter. The delegate will answer \* chapter \* is present with \* number \* Official Voting Delegates.
2. All proxy authorizations and motions must be presented to the chair.
3. The agenda(s) shall be adopted by the delegates at the First House of Delegates Session. Additional items may not be presented until all approved agenda items have been completed. Additional items must be presented in writing during the First House of Delegates Session.
4. Business should be conducted in a business-like manner. Robert’s Rules of Order are the official guidelines for SkillsUSA New Mexico, and should be in the possession of the Secretary/Reporter.
5. The Secretary/Reporter shall call roll of the chapters represented, and shall provide the Executive State Director with a copy of the roll call, the agenda, the minutes, and the results of any motions presented, and of any balloting done during the regular course of the House of Delegates meetings.

**SkillsUSA New Mexico CHAPTER DELEGATE FORM**

SCHOOL \_\_\_\_\_ CHAPTER \_\_\_\_\_

TOTAL # OF MEMBERS FOR WHICH STATE AND NATIONAL DUES HAVE BEEN PAID \_\_\_\_\_

NUMBER OF DELEGATES AUTHORIZED BY THE BYLAWS OF SkillsUSA NEW MEXICO \_\_\_\_\_

NAMES OF VOTING DELEGATES:

ALTERNATE VOTING DELEGATES:

1. \_\_\_\_\_

6. \_\_\_\_\_

2. \_\_\_\_\_

7. \_\_\_\_\_

3. \_\_\_\_\_

8. \_\_\_\_\_

4. \_\_\_\_\_

9. \_\_\_\_\_

5. \_\_\_\_\_

10. \_\_\_\_\_

## **SkillsUSA New Mexico STATESMAN AWARD**

Participants at the NM SkillsUSA Fall Leadership Conference and the NM SkillsUSA (Spring) Leadership & Skills Conference may earn the SkillsUSA New Mexico Statesman Award. This award is to recognize participants who have demonstrated their leadership skills and have mastered certain requirements in leadership training.

Certificates will be presented to participants who have met all the requirements of the SkillsUSA New Mexico Statesman Award. Lapel pins will be given to those participants from the SkillsUSA New Mexico Office.

**SkillsUSA New Mexico STATESMAN AWARD FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_ Advisor \_\_\_\_\_

School \_\_\_\_\_ Program \_\_\_\_\_

**Qualifications**

1. Must be an active or professional SkillsUSA member.
2. Must attend the conference.
3. Must master all requirements for the Statesman Award 24 hours prior to the Closing Awards Ceremony.

**Procedures**

1. Participate in all sessions of the conference.
2. Study and know each requirement of the SkillsUSA New Mexico Statesman Award.
3. Request evaluation from a State Officer or Board Member who has previously earned a Statesman Award.
4. An evaluator must be from a school other than your own and cannot sign off on more than three (3) items.
5. Fulfill all requirements at least twenty-four (24) hours before the beginning of the Awards Ceremony.

**Requirements** *(evaluator's initials)*

- \_\_\_\_ 1. Know the SkillsUSA Motto.
- \_\_\_\_ 2. Know the official colors and be able to give their meaning.
- \_\_\_\_ 3. Be able to give the six (6) points of the Creed.
- \_\_\_\_ 4. Describe the official emblem and give its meaning.
- \_\_\_\_ 5. Know the basic purposes of the organization.
- \_\_\_\_ 6. Know the SkillsUSA Pledge.
- \_\_\_\_ 7. Know the duties of the SkillsUSA New Mexico State Offices.
- \_\_\_\_ 8. Know the names of the SkillsUSA New Mexico Executive State Director and the Board President.
- \_\_\_\_ 9. Know the organizational structure of the local chapter, state association, and national organization.
- \_\_\_\_ 10. Know the names, school, and office of the SkillsUSA New Mexico State Officers.
- \_\_\_\_ 11. Possess basic speaking skills demonstrated through participation in group discussion or interview.
- \_\_\_\_ 12. Parliamentary Procedure – give an example of each of the four (4) types of motions.

**Evaluator's Signatures**

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

## **Duties of the State President (High School and Postsecondary/College)**

- Key to the whole SkillsUSA New Mexico organization
- Must be selected for good leadership qualities
- Must be able to work with people and encourage them to work for the organization's benefit
- Knows what work has to be done and when to delegate it
- Must be an impartial judge of the abilities of others and determine where they can make the best contribution
- Keeps informed of the members' progress and sees that the organization is moving forward
- Presides over meetings, making sure they begin on time and follow the order of business
- Never interjects personal opinions or dominates the meeting
- Has a complete understanding of the matters being discussed and the possible effects of his or her recommendations
- Conducts meetings following correct Parliamentary Procedure and allows ample but not excessive time for discussion
- Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized
- Create an electronic database of all State Officers and Board of Directors and provide leadership in communication techniques

## **Duties of the Secretary/Reporter (High School and Postsecondary/College)**

- Assumes the duties and chairs the meeting(s) in the absence of the State President
- Keeps all meeting records for a continuous reference to all that has happened
- Strives to develop skills including listening, interpreting issues, taking concise notes and reporting accurately
- Develops good speaking skills so the minutes can be heard and understood
- With the President, sets a tentative agenda for each meeting several days in advance
- Advises the President during the meeting and keeps the meeting on schedule
- At each meeting, reads the minutes of the previous meeting which, when approved, are the official record of the organization business
- Prepares the minutes in delegate sessions and other meetings as necessary, including the kind and purpose of the meeting; the date, time and place; the name of the presiding officer; the number present; approval of previous minutes; reports and actions taken, in order; motions carried or lost; and the adjournment
- Counts votes, unless someone else is appointed
- Asks questions if unsure of the wording of a motion or its outcome
- Keeps the SkillsUSA New Mexico Constitution and Bylaws at each meeting to be used as a reference
- Prepares news releases for the Executive State Director that include the “who, what, when, where, why and how” - the name(s) of the SkillsUSA New Mexico chapter and the main people involved; a description of the activity and how it affects the community or the state; and the place, date and time

## **Duties of the State Regional Vice Presidents (High School and Postsecondary/College)**

- As assistants to the State President, should prepare for the office as carefully as the President
- Will replace the position of the State President if the State Secretary/Reporter is unable to serve in the President's absence and if the State President is elected from their region
- Must be well informed of the issues and skilled in handling the organization's business in their specific regions
- Responsible for the coordination and logistics of regional meetings and reporting of events and activities in their regions
- May collect publicity to share at State and National meetings
- Specific requirements with assistance from their local Advisor and the SkillsUSA New Mexico Office:
  - Develop an electronic database of all schools in their region
  - Identify schools with active charters and those needing assistance
  - Develop an electronic database of all business and industry in their region, sorting them from largest to smallest
  - Report on economic, cultural and social issues in their region
  - Develop a short-range and long-range plan for support of SkillsUSA New Mexico in their region



## SkillsUSA New Mexico State Officer and Board of Directors Regions

### High School (secondary) Division (6)

- 1 - State President
- 1 - State Secretary/Reporter
- 4 - Regional Vice Presidents (NW, NE, SW, SE)

### Postsecondary/College Division (6)

- 1 - State President
- 1 - State Secretary/Reporter
- 4 - Regional Vice Presidents (NW, NE, SW, SE)

*New Mexico regions are divided by NM interstate highways, except as indicated on the map and noted below: NE region also includes MTC, TVI, LCC, UNM-Taos and Santa Fe, Pecos, Taos, Cimarron, Mora, Penasco HS. Individual schools may petition to the NM SkillsUSA Board of Directors in order to change their designated region.*

## SkillsUSA New Mexico BOARD OF DIRECTORS

- Official terms begin at the first Board of Directors meeting following the State Conference in April.
- Executive Officers on the Board of Directors will be elected, or re-elected, each year and include the following:  
    President (Chair person), Vice President (Vice-Chair person or Co-Chair), and Secretary/Reporter
- Quarterly board meetings will rotate between each region of the state throughout the year.
- All scheduled SkillsUSA New Mexico Board of Directors meetings will be open to the full membership.
- “Emergency meetings” may be called by the Executive State Director or President of the Board at any time.
- Electronic technology will be utilized to conduct business when appropriate and necessary.
  
- Below are the designated voting members of the Board unless otherwise noted as “ex-officio.”
- The Executive State Director of SkillsUSA New Mexico will only vote when necessary to break a tie.
- Board Members must maintain membership (Student or Professional) in SkillsUSA for the year.
- Board Members must provide communication and input to statewide issues or they may be dismissed.

*NOTE: any vacancies will be appointed by the Executive State Director with confirmation by the Board. Educational representatives may be chapter advisors, instructors, teachers, administrators, supervisors, counselors, and/or other educators supportive of SkillsUSA.*

- 1 - State High School (secondary) President *(or the State High School Secretary/Reporter, if unable to attend)*
- 1 - Advisor to the State High School (secondary) President
- 1 - State Postsecondary/College President *(or the State Postsecondary Secretary/Reporter, if unable to attend)*
- 1 - Advisor to the State Postsecondary/College President
- 1 - Immediate Past State Postsecondary President
- 4 - Regional High School (secondary) educational representatives
- 4 - Regional Postsecondary/College educational representatives

### Business and Industry Representatives

*(A minimum of 7 positions or 33% appointed by the Executive State Director and confirmed by the Board)*

Consultants to the Board of Directors - (note: there is a provision for a combined single vote for this group)  
*(Appointed by the Executive State Director and confirmed by the Board)*

*NOTE: The Regional High School (secondary) and/or Postsecondary/College Vice President(s) will plan, and report at the official Board of Directors meeting when it is held in their region. They may provide input but will have no voting authority. Assistance may be provided by their Advisors and the SkillsUSA New Mexico State Office.*

*Reviewed and approved by a majority of the Board of Directors on February 5, 2005 in Grants, NM*

*(An application for SkillsUSA New Mexico Board of Directors membership  
and evaluation assessments to be developed by a sub-committee of the current  
Board of Directors as soon as possible)*