IOWA FFA ASSOCIATION

DISTRICT OFFICER SELECTION PROCESS (DOSP)

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QUALIFICATIONS
1. Officers of the district are elected at the time of the District Convention.
2. All district officer candidates must have previously earned or will earn their Chapter Degree by the District Convention.
3. Candidates must submit an application postmarked to the District President on or before the deadline on the application.
4. Each candidate shall submit their Supervised Agricultural Experience Records at the time of the interview process for verification of their SAE by the District Advisor.
5. Candidates will be sophomores or juniors in high school.

NOMINATING COMMITTEE PROCEDURES
1. The District President will select seven (7) members including the chair to serve on the nominating committee. Selections will be made with input provided from fellow officers, the district advisor, the board of directors and the state FFA staff. It is acceptable for the District President to serve as a member of the nominating committee.
2. Committee members must have received their Chapter Degree.
3. Committee members shall not be from the same chapter as any district officer candidate.
4. One committee member must be a current Iowa FFA Officer.
5. The committee of seven (7) members will be selected within the following guidelines:
    • First Priority: An active member from each sub-district.
    • Second Priority: An active member from the respective district.
    • Third Priority: Any active member that has their Chapter Degree that is not from a chapter within the respective district that has a district officer candidate.
6. It is acceptable for past Iowa FFA Officers and current and/or past district officers to serve on the committee.
7. The committee agenda shall be determined by the district president. The committee shall formulate the questions and situations for the interviews.
8. The final ballot shall be formulated by the nominating committee. There shall be two names submitted for each office. The names on the ballot shall be announced by the District President.
9. The District Advisor will supervise the preparation of the ballots for the delegates' voting, double checking accuracy of candidates and spelling of names.
10. An advisor must be present during the selection process.
11. The chairperson will present the ballot to the delegate body. At that time, the president will call for nominations from the floor for each office. Once nominations cease, the delegate body will proceed with the election procedures for all positions.

ELECTION PROCEDURES
1. The present plan eliminates the complications of handbills, campaigns, politics between members and chapters, expenses of preparing literature, unequal opportunity to be selected to a district office, and other problems.
2. There shall be no correspondence between chapters and/or candidates and chapters for the purpose of soliciting votes.
3. Election process at the District Leadership Conference
    A. From the time the nominating committee report is given to the delegates until after all ballots have been marked and confirmation is made that a revote is not necessary, district officers will seal off the delegate section and not allow anyone to enter or leave the delegate section.

B. During the business session, the nominating committee will present a ballot with two nominees for each office.
C. After the report of the nominating committee, nominations from the floor will be accepted.
D. Members nominated from the floor must have completed the interview process to be nominated.
E. The candidates will each present their two-minute nomination speech by office. Candidates will not be allowed to utilize props as a part of their speech. The candidates will then appear together on stage for the delegate question period. Each candidate will respond to the two selected delegate questions; alternating who responds first.
F. All delegates will then reassemble in the delegate section until the need for re-votes is cleared.
G. In case of a tie, the popularity vote will serve as the first tiebreaker. In the event that a second tiebreak is necessary, one additional question shall be asked to the balloted candidates for the office followed by a re-vote by the district delegates.
4. Before the district conference closing ceremonies, the new district officer team will be announced.

SCORING PROCEDURES
1. Each committee member has a copy of the score form for each candidate. The exam scores will need to be added once the instructors complete the evaluation.
2. Each committee member has a rubric sheet that provides points for each question in the interview rounds.
3. The competencies evaluated shall be:
   - #1: COMMUNICATION
     - 1.1 – Listening
     - 1.2 – Speaking skills
   - #2: TEAM PLAYER
     - 2.1 – Work in Teams
     - 2.2 – Commitment to FFA
     - 2.3 – Time management and planning
   - #3: AREAS OF KNOWLEDGE
     - 3.1 – FFA
     - 3.2 – Solving problems/critical thinking
   - #4: CHARACTER
     - 4.1 – Reliability/Integrity/Trust
     - 4.2 – Adaptability/Flexibility
     - 4.3 – Positive Attitude
   - #5: INFLUENCE
     - 5.1 – Member representation
     - 5.2 – Self confidence
     - 5.3 – Commitment to Service
4. These competencies are purely a guide to assist in narrowing the field. The final selection of two candidates for the ballot should take more into consideration: personal human interaction, etc.
5. Any materials used in the interview process (notes, score sheets, applications, etc.) must be turned in at the conclusion of the process to be destroyed.

INTERVIEW ROUNDS DEFINED
1. **Application – 10% of Score**
   A. The essence of the scored application is to give the nominating committee some background and clerical information about the candidate so the interview rounds may run more efficiently.
   B. The application will be scored by the nominating committee.

C. The application is to be updated by the state officer team and distributed by the District President.

D. Applications shall be used as a reference for the Nomination Committee members during the selection process.

2. **Round #1 – Personal Round – 40% of Score**
   A. In this one-on-seven format, candidates should capitalize on this time by making their first impression a lasting impression. All questions will be behavioral-based interview questions posed by the nominating committee. The questions will be posed to get to know the candidate's goals, motivations and/or desire to be a district officer.
   B. Each candidate will have 8 minutes with all seven committee members.

3. **Round #2 – Multiple Choice Test – 10% of Score**
   A. District Officers must consistently demonstrate a command of key issues related to FFA. While some of this knowledge may be demonstrated by asking quality questions and carrying on informed conversations rather than "knowing facts," it is still important that officers come in with a base understanding of core facts related to FFA.
   B. Candidates will have 30 minutes to complete this round. The test will consist of multiple-choice and short answer questions that will be pulled from resources on the Iowa FFA website www.iowaffa.com.
   C. The test will be scored by outside partners – not the nominating committee.

4. **Round #3 – Two-On-One Round – 40% of Score**
   A. The interview is focused on two objectives. First, this is an opportunity for individual nominating committee members to develop rapport and get to know the candidates in a more personal setting. Second, this will provide an opportunity for evaluation of a number of targeted competency builders.
   B. This round will consist of four 2-minute interviews each with different members of the nominating committee. The nominating committee will be split into three groups of two and the committee chair will conduct individual interviews. Expect 1-2 questions.

RECOMMENDED TIMELINES
1. **Suggested Application Deadlines**
   A. December 15: Approximately 6 weeks prior to interviews, applications for district office and nominating committee are made available and publicized to the district.
   B. January 10: Approximately 3 weeks prior to interviews, the application deadline (postmark) should be set.

2. **Suggested Interview Schedule**
   A. Nominating Committee Orientation: Approximately one hour of planning is necessary before the first interview.
   B. Candidate Interviews: Approximately one hour is needed for every five (5) candidates.
   C. Nominating Committee Deliberations: Approximately one hour is needed for every ten (10) candidates for the committee to debate and set the ballot.

Example Interview Schedule (25 candidates)

12:30	1:30	Orientation	Minimum One Hour	*Includes time to review applications. Orientation could take more time with larger pools of candidates.	Orientation
		One Room	Interview Room		
		One Room	Holding Room		
		One Room	Exam Room		

#	Time	Candidate Name	Chapter	Email	
1	1:40	Candidate 1	School 1	Email Address	Group 1
2	1:50	Candidate 2	School 2	Email Address	
3	2:00	Candidate 3	School 3	Email Address	
4	2:10	Candidate 4	School 4	Email Address	
5	2:20	Candidate 5	School 5	Email Address	
	2:30	**Group 1: Two On One Interview Round**			
6	2:40	Candidate 6	School 6	Email Address	Group 2
7	2:50	Candidate 7	School 7	Email Address	
8	3:00	Candidate 8	School 8	Email Address	
9	3:10	Candidate 9	School 9	Email Address	
10	3:20	Candidate 10	School 10	Email Address	
	3:30	**Group 2: Two On One Interview Round**			
11	3:40	Candidate 11	School 11	Email Address	Group 3
12	3:50	Candidate 12	School 12	Email Address	
13	4:00	Candidate 13	School 13	Email Address	
14	4:10	Candidate 14	School 14	Email Address	
15	4:20	Candidate 15	School 15	Email Address	
	4:30	**Group 3: Two On One Interview Round**			
16	4:40	Candidate 16	School 16	Email Address	Group 4
17	4:50	Candidate 17	School 17	Email Address	
18	5:00	Candidate 18	School 18	Email Address	
19	5:10	Candidate 19	School 19	Email Address	
20	5:20	Candidate 20	School 20	Email Address	
	5:30	**Group 4: Two On One Interview Round**			
21	5:40	Candidate 21	School 21	Email Address	Group 5
22	5:50	Candidate 22	School 22	Email Address	
23	6:00	Candidate 23	School 23	Email Address	
24	6:10	Candidate 24	School 24	Email Address	
25	6:20	Candidate 25	School 25	Email Address	
	6:30	**Group 5: Two On One Interview Round**			
	6:40	**DINNER**			
7:00	9:00	Deliberations	Two Hours	Minimum For 25 Candidates	