

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION
2008-2009 STATE OFFICER APPLICATION FORM
(You may reproduce any of all of this application on computer and/or submit attachments.)

Candidate Name _____ ; Name you want printed on ballot: _____

Office Preference _____

Complete Mailing Address _____

Home Phone No. _____ Home Fax No. _____ E-mail _____

Name of School _____

School Phone No. _____ School Fax No. _____

School Mailing Address _____

Advisor's Name _____

Advisor's Phone No. _____ Advisor's E-mail _____

Principal/Director's Name _____

Evidence of leadership ability in school or outside organization:

Name of Organization

Dates

Office Held

If employed:

Place of Employment _____ Type of Business _____

Position Held _____ Length of Employment _____

The above candidate is a member in good standing of the _____ Chapter of the Business Professionals of America, Montana Association. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and the student meets the eligibility requirements.

Chapter Advisor Signature

If elected, I will make every effort to attend next year's state leadership conference, to attend state officer training, to attend all state meetings, and to actively serve in my office to the best of my ability and abide by the state officer code of ethics and the constitution of the Business Professionals of America, Montana Association. I understand that if I do not meet the responsibilities of the office and/or attend the scheduled meetings, I forfeit the office.

Officer Candidate Signature

I have read the requirements my child is agreeing to and agree to support _____ in these activities with my time and by providing transportation, if necessary.

Parent or Guardian Signature

PARLIAMENTARY PROCEDURE

Order of Business - arrange in correct order:

- a) Committee Reports _____
- b) Reading of Minutes _____
- c) New Business _____
- d) Call to Order _____
- e) Officer Reports _____
- f) Adjourn _____
- g) Unfinished Business _____
- h) Program _____
- i) Announcements _____

Name the five types of motions. _____

What is the top-ranking motion of all the motions? _____

Is the motion to adjourn debatable? _____

List five ways to amend the main motion. _____

Is the motion to table amendable? _____

After addressing the chair, what are the first three words? _____

May the president speak on, or discuss a motion that is on the floor and if so, what must he/she do? _____

How many members must be present in order to legally conduct business? _____

Name the items that should be included in the Secretary's minutes. _____

I CERTIFY THAT THIS WORKSHEET WAS COMPLETED BY ME AND ME ONLY.

Signature

Date