

**Policies & Procedures Manual**  
for  
**Florida Association & Foundation of  
FCCLA, Inc.**

**This manual has been prepared to assist advisers and members in performing their duties and responsibilities, throughout the year.**

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# **GENERAL INFORMATION**

## **OPERATIONS**

The Florida Association is one of 53 State Associations, including the District of Columbia, Puerto Rico, and the Virgin Islands, in the national organization of Family, Career & Community Leaders of America. At the district level, leadership is provided by district officers determined by each individual district, a district adviser, and possibly an assistant district adviser or co-district adviser.

In Florida, each of the ten districts may elect up to three state officer candidates. The candidates participate in the state officer selection process to fill the possible thirteen Executive Council (state officer) positions.

At the state level, leadership is provided by up to 13 state officers, the district advisers from each district and a state board of directors.

At the national level, leadership is provided by ten national officers, a Board of Directors and the National Professional Staff.

## **FLORIDA FCCLA GENERAL OPERATING PROCEDURES**

1. All new business items will be presented at one meeting, voted on and enacted the following year, unless voted on to enact immediately.
2. The Assistant State Adviser will work with the state officers when the State Adviser is not available.
3. All national policies and procedures will be followed.
4. There will be no appeals process for the Florida Competitive events.
5. All state sponsored activities will work to be self-supporting with the exception of National Leadership Conference.
6. The fiscal year will be July 1 to June 30.
7. Alumni and associates will be allowed a sales booth at all state sponsored activities.
8. State Adviser will prepare a financial statement for each state executive and state board meeting.

## **CHAPTER INFORMATION**

Local chapters operate within Family and Consumer Sciences programs in schools. Chapters elect their own leaders, and the number of leaders may vary. A Family and Consumer Sciences teacher serves as the adviser. To be an FCCLA chapter, the group must affiliate with the state association and national Family, Career and Community Leaders of America.

FCCLA Chapters are organized to operate within the Family and Consumer Sciences program. Members and the adviser work together to determine the chapter's components, structure, roles and activities.

There are five basic components of an FCCLA chapter:

1. **Membership:** to become an FCCLA chapter member, a student must be taking (or have taken) a FACS education course, or other course as determined by the state department of education. Students affiliate by paying state and national dues, though dues may also be required at the chapter and/or district levels. Affiliated members may hold FCCLA leadership position, take part in national programs and competitive STAR events, receive recognition and participate in chapter activities, trips and projects. Nonaffiliated students may take part in in-class activities, but may not be eligible to participate in state and national activities and recognition opportunities.
2. **Adviser:** the FACS teacher serves as chapter adviser and supports chapter officers and members by participating in meetings, program development and project implementation.
3. **Leadership:** members select a set of officers to lead the chapter. Officers can be elected as one set, each class can have a separate set of leaders who sit on a school-wide FCCLA executive council, or another format may be initiated based on local needs. Additional leadership development may take place with chapter projects and committee involvement.
4. **Meetings:** chapter meetings, programs and work sessions may occur during class time or at other arranged times such as an activity period, before or after school. To prepare for meetings, FCCLA leaders meet with the adviser(s) during class time, activity periods or other arranged times.
5. **Projects:** are planned and carried out by members, individually, in small groups or as a chapter. Projects are related to FACS curriculum, or coursework determined by the state department of education. Work may occur as part of a class activity or assignment, or outside the class depending on the structure of the chapter. Projects may involve school and community action during class time, on weekends, or before or after school.

### Chapter structure

Advisers and members may adapt or design the structure for their chapter to best fit the design of the FACS program and school situation. The chapter structure is flexible and can be changed as the needs of the chapter change.

## AFFILIATION INFORMATION

### DUES:

- **National \$9.00 per member**
- **Florida \$7.00 per member**

**DUE DATES – when affiliating on line the date the CHECK is postmarked and mailed is the official affiliation date.**

- **November 1** - to receive all materials (Teen Times, Adviser, etc.) provided by Nationals and to compete for Spotlight Chapter Award.

- **December 1** - to participate in Florida district or state STAR Events, or to run for District, State, or National Officer.
- **December 1 - for all chapters having current district, state and national officers**
- **January 31** - for new students to your school, arriving after December 1, and second semester students IF the chapter was previously affiliated by December 1 and meets all other requirements to participate in STAR events. All officer candidates must be affiliated by the December 1 date.

Chapters and students may affiliate after these dates BUT these chapters/students may NOT participate in district or state STAR Events, or run for office.

Affiliation forms must be postmarked by the dates above. ***THESE DUE DATES ARE STRICTLY ENFORCED.*** Make sure ample time is allowed for the local school district to process the purchase order. Consider hand delivering the information (affiliation form, membership list, payment) to the Post Office to ensure the correct cancellation (postmark) stamp by the due date.

### **SEND MONEY AND FORMS TO:**

#### **STATE:**

1. One copy of the national affiliation form
2. One copy of the student membership list identifying each member as comprehensive or occupational
3. Payment for National and State dues

#### **DISTRICT ADVISER:**

1. One copy of the national affiliation form
2. One copy of the student membership list identifying each member as comprehensive or occupational

#### **LOCAL CHAPTER:** (file for later use)

One copy of the national affiliation form and one copy of the student membership list identifying each member as comprehensive or occupational

**REMEMBER: affiliation forms can be completed on the national website from the beginning of school and each time you affiliate members.**

## **DISTRICT INFORMATION**

### **GENERAL INFORMATION**

If weather does not permit holding the district meeting, the host school will contact the District Adviser, who contacts the Assistant District Adviser and notifies chapters in time for them to change their travel plans. Districts may hold elections by mail if the scheduled election meeting was canceled due to hazardous weather.

### **DISTRICT ADVISER RESPONSIBILITIES**

1. Interpret and promote the work of the FCCLA in your district.
2. Insure proper affiliation procedures with correct selection of chapter “types” (Constitution, Article II)
3. Become acquainted with the state and district officers in your district.
4. Coordinate and supervise the District Planning Meeting.
5. Arrange for date, place, speaker, and coordinate District Meeting.
6. Plan with committees, arrange and serve as consultant for other district activities, workshops, and/or meetings on district level (example: scholarship, scrapbook)
7. Be familiar with the district budget and how monies are to be spent. Keep accurate records and all receipts.
8. Attend all meetings of the State Executive Council.
9. Coordinate and supervise the district Proficiency Events.
10. Chaperone the state officer(s) from your district while attending council meetings, state conference, and other appropriate meetings.
11. Check to see that state officer(s) from your district are on time and attend all sessions of each meeting.
12. Travel with the state officer(s) in your district when the officer is attending approved meetings of other organizations.
13. Check to see that state officer(s) from your district have transportation to all called meetings.
14. Serve as a consultant for state and/or other meetings as requested.
15. Plan to attend the national conference in the year your district is designated.
16. Keep all chapters within your district informed of meetings, deadlines, activities, and results by newsletters.
17. Send copy of newsletters to state FCCLA State Director, Family and Consumer Science county supervisors, other current District Advisers, and vocational directors in your district.
18. If a District Adviser needs to have additional family members attend any official FCCLA meeting, please be aware that the District Adviser will be responsible for 1/2 the cost of lodging, the cost of their meals, childcare during meetings, and any other expenses associated with their attendance. Family members cannot participate in official meetings unless approved by the Executive Director and State President in advance. The District Adviser will also be required to fulfill all duties as assigned for that meeting.

## **CODE OF ETHICS FOR Florida FCCLA DISTRICT ADVISERS**

Family and Consumer Sciences programs offer training to those students who have set career objectives and whose goals are geared toward leadership. Individual conduct and appearance is a phase of this training.

Since educators teach by example and students participating in this organization are impressionable, a Code of Ethics is hereby set for **District Advisers**.

Conduct of the District Advisers shall be above reproach so as to maintain the respect and trust of each other and all members.

Florida FCCLA District Advisers shall:

- Conduct themselves, collectively and individually, in good faith while maintaining a high level of ethical and professional behavior. With this in mind, District Advisers of the opposite sex may not room together at **any** FCCLA functions/events unless legally married to each other.
- Consider themselves as “trustees” to ensure that FCCLA is well maintained, financially secure, growing and always operating in the best interests of the organization and its membership.
- Utilize opportunities to increase public understanding of Family and Consumer Sciences and FCCLA.
- Use FCCLA resources with scrupulous regard and only for the purpose for which they are intended.
- Keep well informed about developments relevant to FCCLA and bring to the attention of the decision-making bodies any issues that may have an impact on the organization.
- Declare conflicts of interest and abstain from voting or discussion when appropriate.
- Listen to and respect the opinions of others and support majority decisions.

Florida FCCLA District Advisers shall not:

- Seek or accept on behalf of themselves or any other person, any financial advantage or gifts of other than a nominal value offered as a result of affiliation with FCCLA.
- Knowingly place themselves in a position that poses a conflict between their interests and those of FCCLA.
- Publicly use any FCCLA affiliation in connection with the promotion of partisan politics, religious matters, positions, or any issue not in conformity with the policies of FCCLA.
- Disclose confidential information about FCCLA to any person or entity not authorized to receive such information.
- Knowingly take any action intended to influence FCCLA in such a way as to confer financial benefit on any entity in which the individual has a significant interest or affiliation.

- Criticize fellow members or their opinions, interfere with the duties of the administrator or undermine the administrator’s authority with staff members.
- Operate in any manner that is contrary to the best interests of the membership of Family, Career and Community Leaders of America, Inc.

As a member of the FCCLA State Staff, District Advisers must adhere to the Code of Ethics of Family, Career and Community Leaders of America, Inc. Any infringement of these guidelines shall be addressed in a timely manner. If any District Adviser chooses not to abide by this code of ethics, the FCCLA State Board of Directors will have the authority to remove that District Adviser from their position with FCCLA.

The District Adviser listed first on this form will be considered to be the lead District Adviser for their district. This form must be acknowledged and signed by the District Adviser(s), their school Principal and their County Supervisor/CTE Director.

I, \_\_\_\_\_, as lead District Adviser for District \_\_\_\_\_ have read the above Code of Ethics and agree to abide by these conditions.

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Signature of District Adviser (Lead)

I, \_\_\_\_\_, as Co-District Adviser for District \_\_\_\_\_ have read the above Code of Ethics and agree to abide by these conditions.

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Signature of District Adviser (Co-DA)

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Signature of School Principal

I, \_\_\_\_\_, as the County Supervisor/CTE Director, agree to fully support the above listed District Adviser in fulfilling their responsibilities.

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Signature of County Supervisor/CTE Director

**\*\*This form must be signed by all parties concerned or the District Adviser will be removed from their position.**

## **CHAPTER ADVISER'S RESPONSIBILITIES**

- Become familiar with your FCCLA organization.
- Help your chapter affiliate with the State and National Organizations.
- Help students organize the chapter and schedule regular meetings.
- Assist officers in performing their duties, remembering to let them do the work as you advise when needed.
- Help chapter members understand the responsibilities of members, officers, and committee members.
- Help the chapter plan a program of work, which includes a variety of programs, activities, and projects.
- Make information concerning running for local, state, district, and national offices available to students in time for them to participate.
- Inform members of scholarships and awards available.
- interpret the Family and Consumer Science program.
- Provide a place in Family and Consumer Science department for filing records, displaying and keeping materials for the chapter.
- Guide the officers in planning activities to make sure each member has a chance for personal development by participating in as many activities as possible.
- Establish a cooperative relationship if there are two chapter advisers.
- Assume responsibility for:
  - Getting representatives to various district, state and national meetings and providing an opportunity for these representatives to share information gained with other members.
  - Chaperoning representatives to district, state and national meetings.
- Encourage participation in district and state competitive events.
  - Attend the district meetings.
  - Work with your district advisers in planning district meetings.
  - Participate in District Competitive Events.

## **DISTRICT OFFICER RESPONSIBILITIES**

### **A. Responsibilities of Elected District Officers:**

1. Attend all district meetings
2. Participate in planning district meetings
3. Keep appropriate records and pass them on to successor
4. Know opening and closing ceremonies and installation ceremony

### **B. Elected district officers are expected to attend the following meetings if applicable and to carry out their office responsibilities:**

1. Planning Meetings--District level
2. District Meeting
3. District Competitive Events
4. State Conference

Exceptions are serious illness, death, inclement weather or excused absences approved by the district and assistant or co-district advisers and the executive council. Excused absences should be obtained one week in advance if possible. This includes sending a copy of a written request for absence to all district officers, the District Adviser and Assistant District Adviser for voting purposes. A majority vote is required to obtain an excused absence. Upon the second unexcused absence the officer must relinquish his/her office.

**NOTE:** If advance notice is not possible, the officer must make verbal contact with the District Adviser, followed by a written explanation for the absence within two weeks of the missed meeting date.

Any person removed from a district office who seeks to have the removal determination reviewed must petition for review in writing to the District Adviser within two weeks of the date of removal. The District Adviser will assemble a peer review committee consisting of three Chapter Presidents from the district (chosen by random draw), the District Adviser, the Assistant District Adviser and two District Officers (chosen by random draw). The peer review committee will conduct a hearing in accordance with parliamentary procedure within two weeks for the date of the written petition for review. The determination by the peer review committee shall be final.

- C. Should a chapter not affiliate for the current school year, any district, state, or national officers from that chapter would need to resign from their elected office as soon as they are aware that their school does not have an FCCLA chapter.
- D. District Presidents should understand, interpret and enforce the election rules.
- E. District offices vacated prior to July 1 will be filled in accordance to procedures determined by the District Executive Council, District Adviser and Assistant or Co-District Adviser.
- F. Failure to meet these responsibilities may result in placement of the officer on probationary status, or a request for resignation from office.

## **IV. QUALIFICATIONS FOR DISTRICT OFFICE**

The Candidate Should:

1. Meet the requirements as stated in the FCCLA By-laws, Article XXI, and become familiar with the duties of that office as stated in the By-laws, Article XI;
2. Be neat, well-groomed and have good manners.
3. Display emotional maturity and high moral standards.
4. Display leadership abilities and initiatives.
5. Assume and carry through with responsibilities.
6. Be tactful, cooperative and considerate of others.
7. Display a good command of the English language.
8. Complete officer candidate checklist (see chapter officer section).
9. Complete District Officer Application Form.

## **V. DISTRICT OFFICER POSITIONS**

### **District Reporter Responsibilities**

#### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.

#### **II. District Level**

- A. Prepare a news release regarding district meeting information for chapters to use as a public relations tool.
- B. Submit articles to the state and national newsletters (The Rose Petal; Teen Times)
- C. Work with district secretary in collecting articles from chapter for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- D. Present summary (oral) of project(s) from previous school year at the district meeting.

### **District Historian Responsibilities**

#### **I. State Level**

- A. Assist with chapter registration.
- B. Sit in district reserved seating press section and take pictures for the district scrapbook.
- C. Display district scrapbook at the state conference.
- D. Check press badges in the chapter press reserve seating section.
- E. Serve as usher at the regional meeting.
- F. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.
- G. Assist State Historian at the State Leadership Conference if necessary.

#### **II. District Level**

- A. Collect scrapbook materials from local chapters in their district and add to the district scrapbook.
- B. Keep records, photographs and other materials of historical importance of the district.

- C. Compile a scrapbook to be presented at the annual district meeting.

### **District Secretary Responsibilities**

#### **I. State Level**

- A. Assist with roll call at the State Leadership Conference (during general session and regional meeting).
- B. Assist with chapter registration.
- C. Sit in reserved seating area; take notes for district record purposes.
- D. Bring relaxer/energizer to regional meeting and be prepared to conduct if needed.

#### **II. District Level**

- A. Record the minutes at the district planning meeting and district meeting.
- B. Assist with roll call at the district meeting.
- C. Assist with district correspondence.
- D. Work with district reporter in collecting articles from chapters for a one-page newsletter (at least 1 per year) to be mailed to chapters in the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

### **District Chairperson's Responsibilities**

#### **I. State Level**

- A. Courtesy Corp. – Host, hostess, monitor seating, check assembly attire during general sessions.
- B. Assist in selling FCCLA promotional items, if applicable.
- C. Assist state officers in presiding at regional meetings.
- D. Bring relaxer/energizer to regional and be prepared to conduct if needed.

#### **II. District Level**

- A. Serve as co-chairperson of the program planning committee for district meetings, preside at the business session of the district meetings, be prepared to assume responsibility and preside at the district meeting in the event the state officer is unable to preside.
- B. Preside at the general session of the district proficiency events; help at state conference with the regional meeting and other sessions as assigned by the state executive council.
- C. Promote membership in FCCLA as determined by the needs of the district in which elected.
- D. Serve as liaison to the state president-elect and to the state officer representing the district.
- E. Present summary (oral) of project(s) from previous school year at the district meeting.

### **Advisers:**

District officers should bring their display boards to the State Leadership Meeting in the spring. These items will be placed on display during the conference. This will serve as a motivational instrument that will hopefully encourage other students to run for office.

## **QUALIFICATIONS FOR STATE OFFICERS**

### **The Candidate Should:**

1. Meet the requirements as stated in the FCCLA By-laws, Article VIII, section B, and become familiar with the duties of that office as stated in the Bylaws, Article VII, Section A
2. Be neat, well-groomed and have good manners
3. Display emotional maturity and high moral standards
4. Display leadership abilities and initiatives
5. Assume and carry through with responsibilities
6. Be tactful, cooperative and considerate of others
7. Display a good command of high English language
8. Have no record of school suspension/expulsion or law violations
9. Complete officer candidate checklist (see chapter officer section)
10. Complete District Officer Application Form
11. Must have and maintain a minimum 3.0 GPA

### **Required Executive Council Meeting**

1. Close of state Conference: Approximately 3 hours
2. Summer Council: Approximately 3 days in June
3. Winter Council: Approximately 3 days in January
4. Script Writing: Approximately 2 days in either March or April
5. State Conference: Approximately 4 days in either April or May
6. National Conference: Approximately 5 days in July (see 2b below)
7. All district meetings and activities
8. Invitations from other chapters or local, state and civic organization when approved by state, district, or local advisor. When the State Office requests the presence of a state officer at a particular function, these expenses will be paid by the association upon presentation of receipts for travel by the state officer.
9. Other meetings as designated by the State Executive Director

### **Financial Responsibilities to be assumed by:**

1. The State Association:
  - a. Expenses for room and meals while attending executive council meetings and state conference. Transportation to and from these meetings when approved by FCCLA State Executive Director.
  - b. Expenses to attend meetings of other state organizations when approved by FCCLA State Executive Director
  - c. Expenses for ½ of the basis monies needed for National Leadership Conferences for state officers provided these dollars are available.
2. The State Officers:
  - a. Each Officer will purchase the official uniform selected by the Executive Council. Approximate cost is \$400.
  - b. Each officer attending the National Leadership Conference will be expected to provide for at least ½ of his/her national meeting basic expenses. All other expenses (ex; film, souvenir, tours, snacks) will be the responsibility of the individual.
3. The Local Chapter:
  - a. Chapter inviting state officers to appear on program will be responsible for any expenses incurred for travel, room and/or meals.

## **STATE OFFICER CANDIDATES**

### **CANDIDATE CRITERIA FOR STATE OFFICERS**

1. A candidate may not campaign wearing any official designations of his/her current office (name badge, FCCLA red jacket, officer pin and guard).
2. All campaign materials must be approved by the Executive Director or designee prior to use at the State Leadership Conference.
3. The candidate must set up their candidate display during the designated time at the State Leadership Conference.
4. The candidates must attend the meeting designated for the State Officer and State Officer Candidates at the State Leadership Conference.
5. Candidates are required to be registered for and to attend the State Leadership Conference the year of candidacy.
6. Candidates must meet the qualifications as stated in Article VIII, Section B, of the Bylaws.
7. Failure to comply with these policies will result in the disqualification of the candidate.

### **STATE OFFICERS RUNNING FOR RE-ELECTION:**

In order to run a fair and even election, these guidelines must be followed by those seeking re-election:

- At District Meeting - no candidates may appear on stage prior to voting. During campaigning, current state or district officers cannot wear clothing that identifies them as an officer (jacket, tie, scarf or nametag). Failure to follow these guidelines will result in disqualification.
- At State Leadership Conference - candidates cannot campaign in clothing that identifies them as a state officer (jacket, tie, scarf or nametag). Campaigning includes standing at candidate displays (includes using any picture of them in their uniform on the display), round robin sessions, giving speeches, introductions and during regional meetings.

## **DUTIES OF STATE OFFICERS**

The **President** shall preside over the state meeting of the Association, over meetings of the State Executive Council, appoint committees, and serve as an ex-officio member of all committees. This officer may also prepare and present presentations dealing with leadership skill development.

The **President-Elect** shall learn the duties and responsibilities of the presidency in order to be prepared to assume the office of President the following year, shall preside at state conference sessions as assigned by State Executive Council, shall promote membership by encouraging the organization of new chapters and increasing membership within affiliated chapters and shall serve as the National Membership Committee Member from Florida. This officer may prepare and present presentations dealing with leadership skill development. This may be in conjunction with the current president.

The **Vice President of Junior Relations** shall serve as liaison for the middle level members. Shall be responsible for promoting the National Project and Power of One, shall post a newsletter on the Florida FCCLA website with an e-mail link and shall assist with membership growth while encouraging participation with the state project.

The **Vice-President of Parliamentary Law** shall assist in conducting meetings in a businesslike way, shall be the recipient of proposed bylaw change from affiliated chapters, shall serve on the State By-Law Committee, shall preside at State Leadership Conference as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Stop the Violence.

The **Secretary** shall keep an accurate record of the business meetings of the state conference and of the State Executive Council, submitting them to the state office within two (2) weeks following adjournment of said meetings, shall preside at state conference sessions as assigned by State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Leaders at Work.

The **Vice-President of Finance** shall make a report of the financial status of the Association at State Executive Council and state meetings, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Financial Fitness.

The **Vice President of Careers and Alumni** shall be responsible for encouraging and educating members to consider opportunities in Family and Consumer Science careers as well as actively pursue professionals that represent those careers. He/she shall also be responsible for encouraging active members to move into alumni status after graduation. Vice-President of Careers and Alumni may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Career Connections.

The **Vice-President for Chapter Achievements** shall be responsible for promoting chapter involvement, shall preside at the state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected, shall promote the National Program-Competitive Events and assist the State Competitive Event Coordinator at the State Leadership Conference.

The **Vice President of Community Service** shall be responsible for creating interest in and promoting the National Outreach Project, shall be responsible for planning and distributing information related to the State Project, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Community Service.

The **Vice President of Program of Work** shall be responsible for planning and promoting the Program of Work of the Association by maintaining a monthly calendar of district, state and national activities, shall preside at state conference sessions as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meeting of the district in which elected and shall promote the National Program-Dynamic Leadership.

The **Vice President of Public Relations** shall maintain the state newsletter, *The Rose Petal*, shall encourage chapters to contribute materials for the publication, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Families First.

The **Vice President of Recreation** shall be responsible for compiling suggestions for wholesome recreation activities for the members of the Association, shall plan the recreational programs for all state meetings, shall preside at state leadership conference as assigned by the State Executive Council, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-Student Body.

The **Historian** shall serve as the chairperson of the Chapter in Action Scrapbook Committee, shall be responsible for compiling the state scrapbook from chapter entries for Chapter in Action Scrapbook Event, shall display the state scrapbook at state conference, shall preside at State Leadership Conference as assigned by the State Executive Council, shall serve as assistant to the secretary at business meetings, may be asked to prepare and present presentations dealing with leadership skill development, shall preside at meetings of the district in which elected and shall promote the National Program-FACT.

## **PROCEDURES FOR ELECTING STATE OFFICERS**

1. In order to vote or present a candidate(s) for office, a chapter must have paid state and national dues to the Association prior to the deadline set by the SEC.
2. A chapter may submit one candidate for VP of Junior Relations, one candidate for President Elect and one candidate for state level office. Three candidates for state office shall be elected by majority vote at District meetings. When District meetings are not held, the candidate shall be nominated by other means authorized by the SEC.
3. Districts shall be combined into regions for the purpose of electing the ten state officers other than President Elect and VP of Junior Relations.

Region I shall be composed of District I and II

Region II shall be composed of District III and IV

Region III shall be composed of District V and VI

Region IV shall be composed of District VII and VIII

Region V shall be composed of Districts IX and X

4. The nominee for President-Elect receiving the majority of votes at the district meeting shall be declared the candidate for the state office. The nominee for President Elect receiving the next highest number of votes shall be declared the runner-up candidate from that district for that state office. Should the President-Elect candidate from the district be unable to compete at state conference for the office of President Elect, the runner-up candidate from that District will be permitted to compete for the office. Therefore each district may submit one (1) president elect candidate; this combines to make two (2) candidates from the region and potentially ten (10) candidates state wide.

5. The nominee for VP of Junior Relations receiving the majority of votes at the district meeting shall be declared the candidate for the state office. The nominee for VP of Junior Relations receiving the next highest number of votes shall be declared the runner-up candidate from that district for that state office. Should the VP of Junior Relations candidate from the district be unable to compete at state conference for the office of VP of Junior Relations, the runner-up candidate from that District will be permitted to compete for the office. Therefore each district may submit one (1) VP of Junior Relations; this combines to make two (2) candidates from the region and potentially ten (10) candidates state wide.
6. Other state officer candidates will run for a state level position. At the state conference, the incoming state executive council shall select the actual office they feel best able to assume during the coming year.
7. These officers shall be elected by majority vote and installed at the annual state conference or by other means authorized by the SEC.
8. In the case that, at the state conference, any district is unable to present a slate of candidates, the previous year's state officer may be requested to serve another term if that person is no more than a junior in high school. Should the present officer be a senior or be unable to assume these responsibilities, a committee of three (3) persons, made up of the Executive Director for the state, the current President-Elect, and a district advisor from the unrepresented district, shall select an officer from the President-Elect candidates, whichever is more appropriate in proximity to the unrepresented district. The decision of this committee will be final.

## **VOTING DELEGATES**

- each chapter may have 2 affiliated members serve at voting delegates.
- will wear ribbons/badges at district and/or state leadership meetings
- should meet and interview the candidates for each office in the designated display area
- use "Candidate Evaluation Form" to rate the candidates
- should discuss candidates qualifications with chapter members
- will be seated in assigned seating area prior to start of meeting
- will listen closely to explanation of voting procedures
- meet with Election's Supervisor to cast vote
- **stay in designated voting, area until ballots are counted, in case of a run off**

**FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.**  
**DISTRICT/STATE OFFICER CODE OF CONDUCT**

All meetings and activities of the Florida FCCLA are educational functions and plans are made with that objective in mind. Your behavior at these meetings and activities is a direct reflection on yourself, your local chapter, school, home, district and the state association.

The Florida Association wants every person to have an enjoyable experience with maximum attention to safety and comfort. Everyone is expected to conduct him/herself in a manner that best represents our organization. In order that everyone may receive maximum benefits from their participation, the following policies are mandatory and non-negotiable. These policies will be enforced for every student attending a district, state and/or national FCCLA activity of the Florida Association.

I will:

1. NOT smoke, possess or consume alcohol or other drugs unless prescribed by a doctor.
2. NOT use the internet in any way that will demean myself or Florida FCCLA.
3. NOT use vulgar language or make demeaning remarks to any student or adult.
4. Attend all sessions in their entirety for which I am registered.
5. Behave appropriately at all times: be courteous to all guests and staff, friendly to other delegates (students and adults), respect property of others (private and public), use proper manners, and refrain from unnecessary physical contact.
6. Follow established curfews.
7. Meet students of the opposite sex only in public meeting areas. Sleeping rooms of the opposite sex are off limits without the presence of assigned adult.
8. Wear appropriate clothing.
9. NOT wear caps/hats inside meeting rooms.
10. Maintain the volume of audio devices (i.e. Cell phones, I-pods, CD players) at a reasonable level (the State Association is not responsible for theft).
11. Properly secure valuables (recommend safety deposit boxes at front desks in hotels) and use caution in displaying these items. The State Association will not be responsible for theft or damage.
12. Review schedules or agendas with adviser & keep them informed of my whereabouts at all times.
13. Will not leave meeting without permission of adviser.
14. Keep my belongings together and out of the way of others (especially hotel cleaning services).
15. Keep hotel room key with me at all times. I will NOT loan it to others or block the door open.
16. NOT charge any expenses to my room including food, telephone, pay TV, etc.

**RULES OF MY SPECIFIC SCHOOL DISTRICT WILL ALSO APPLY WHEN ATTENDING AN FCCLA ACTIVITY.**

I understand that should I violate any of the above policies I may be dismissed from the meeting or conference and may not be allowed to attend any future functions of the Florida FCCLA and may have to reimburse the District or State Association for all expenses relating to this event.

\_\_\_\_\_

Date

\_\_\_\_\_

Participant's Signature

We have read and understand the conduct policies. We also agree that the district/state staff has the right to send our son/daughter home from the activity at our expense, provided s/he violated the conduct policies and/or his/her conduct has become a detriment to the activity or image of the District/State Association.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

**State Officer Consent Form**  
**FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.**

As a State Officer, I confirm that I have completed all of the following steps necessary to fulfill my duties to the Florida Association and Foundation of FCCLA, Inc.

- I have thoroughly read all of the guidelines contained in the Code of Conduct for State Officers.
- I agree to abide by the above-mentioned rules and regulations.
- I promise to maintain the integrity and demeanor expected from a State Officer.
- I give my word that I will faithfully attend all required meetings, especially Summer Council, Leadership Retreat, Winter Council, Script Writing, and the State Leadership Conference.
- I understand that the opportunity to represent FCCLA as a state officer requires that I uphold a spirit of teamwork, continually striving to contribute to the success of Florida FCCLA.
- I consent to being videotaped, audio taped, and photographed. I also understand that these photos may be used to promote FCCLA through newsprint, website, and other forms of media.
- I agree to sign and abide by the State Officer Contract.
- Finally, I understand that failure to comply with any or all of the above will result in certain consequences.

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State Officer (print)	State Officer signature	Date
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Parent's Name (print)	Parent's signature	Date
-----------------------	--------------------	------

---

Adviser's Name (print)	Adviser's signature	Date
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DA's Name (print)	DA's signature	Date
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---

State President	Date
-----------------	------

---

Florida FCCLA Executive Director	Date
----------------------------------	------

**State Officer Contract**  
**FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.**

I, \_\_\_\_\_, District \_\_\_\_\_ FCCLA State Officer, will abide by the following stipulations. I realize that I will be removed from my state office position at the discretion of the State Adviser if I fail to meet those stipulations.

As a state officer representing Florida FCCLA, I will:

- Be on time to all activities and meeting that I am required to attend.
- Remain in all assigned meetings, training sessions, workshops, etc. until the designated ending time. I will use the rest room, get water, and so on before and after these activities so I do not need to leave during the sessions.
- Refrain from all gum chewing, eating, grooming, cutting in line, etc. during all meetings, events, and activities and I will follow “professional etiquette”.
- Refrain from inappropriate behavior that is unbecoming of a state officer and representative of my school, county, district and state. (This includes inappropriate public displays of affection.)
- Be attentive, alert, and considerate of others’ time, needs, and feelings while in attendance at all meetings, events and activities.
- Meet all deadlines required of me in order to fulfill my duties as a State FCCLA Officer and school, county, district, and state representative.
- Not violate ANY curfews, whether participating in school, county, district, state or national activities.

By signing this contract, I understand that if I fail to abide by the above stipulations, I may be asked to resign my office as a Florida FCCLA State Officer.

Signed:

\_\_\_\_\_, State Officer      Date: \_\_\_\_\_  
\_\_\_\_\_, Chapter Adviser      Date: \_\_\_\_\_  
\_\_\_\_\_, Principal      Date: \_\_\_\_\_  
\_\_\_\_\_, Parent      Date: \_\_\_\_\_  
\_\_\_\_\_, FCCLA Ex. Dir.      Date: \_\_\_\_\_

**State Officer Medical Release Form  
FLORIDA ASSOCIATION & FOUNDATION OF FCCLA, INC.**

**Contact Information:**

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_  
Home address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Home phone # (\_\_\_\_) \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_  
Home phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_  
Second parent or alternate contact \_\_\_\_\_ Relationship \_\_\_\_\_  
Home phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_  
Family physician \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

**Insurance Information:**

I attest that my son/daughter has medical coverage through:

\_\_\_\_\_  
(name of insurance company)                      (policy number)                      (group number)

**Medical Background:**

Medical condition of student \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

Please describe any known medical conditions \_\_\_\_\_  
\_\_\_\_\_

Is your son/daughter allergic to any medication? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list \_\_\_\_\_

Is your son/daughter currently taking any medication? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list \_\_\_\_\_

**Parental Authorization:**

I certify that the above information is complete and accurate. In the event of an emergency, I authorize FCCLA and/or representatives of my child's school to take appropriate action for the medical well being of my child during his/her term as a state officer for Florida FCCLA.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of authorized notary public \_\_\_\_\_ Date \_\_\_\_\_

Commission expiration \_\_\_\_\_

## **MISCELLANEOUS**

### **Appeal Procedure**

1. Any member, adviser, or chapter may appeal procedural decisions of the District Adviser to the Executive Director. This shall be accomplished by filing a written request for review of the action within five business days after being notified of the decision in question. This petition must describe the decision being appealed and the factual basis for review. If the appeal is not resolved by the Executive Director, the petitioner can request in writing a final decision by the FCCLA Board of Directors.
2. Upon receipt of the petition, the Board of Directors shall conduct a hearing at the earliest possible time to hear the appeal. The Board of Directors may affirm, reduce, or reverse the decision. The petitioner shall be notified of the ruling.
3. Throughout the appeal process, the petitioner shall have the opportunity to be heard and present evidence to support his/her/their position.
4. The decision of the Board of Directors shall be final.
5. This appeal procedure shall not apply to or supersede the procedure either for contestant disqualifications as defined in the FCCLA Competitive Events Manual, or in the decision of judges for competitive events.

### **Member Questions/Concerns**

Any member questions/concerns should initially be directed to the local chapter adviser, the District Adviser, then Executive Director; and finally, the Board of Directors Chair may be called upon to answer questions or resolve concerns.

### **CODE OF ETHICS FOR FCCLA MEMBERS:**

I will be honest and sincere.

I will approach each task with confidence in my ability to perform my work at a high standard.

I will willingly accept responsibilities and duties.

I will take suggestions and criticisms directed toward the improvement of myself and my leadership team.

I will abide by the rules and regulations of my school and Florida FCCLA.

I will exercise initiative and responsibility and will cooperate with my peers and fellow FCCLA members.

I will dress and act in a manner that will bring respect to me and to my school.

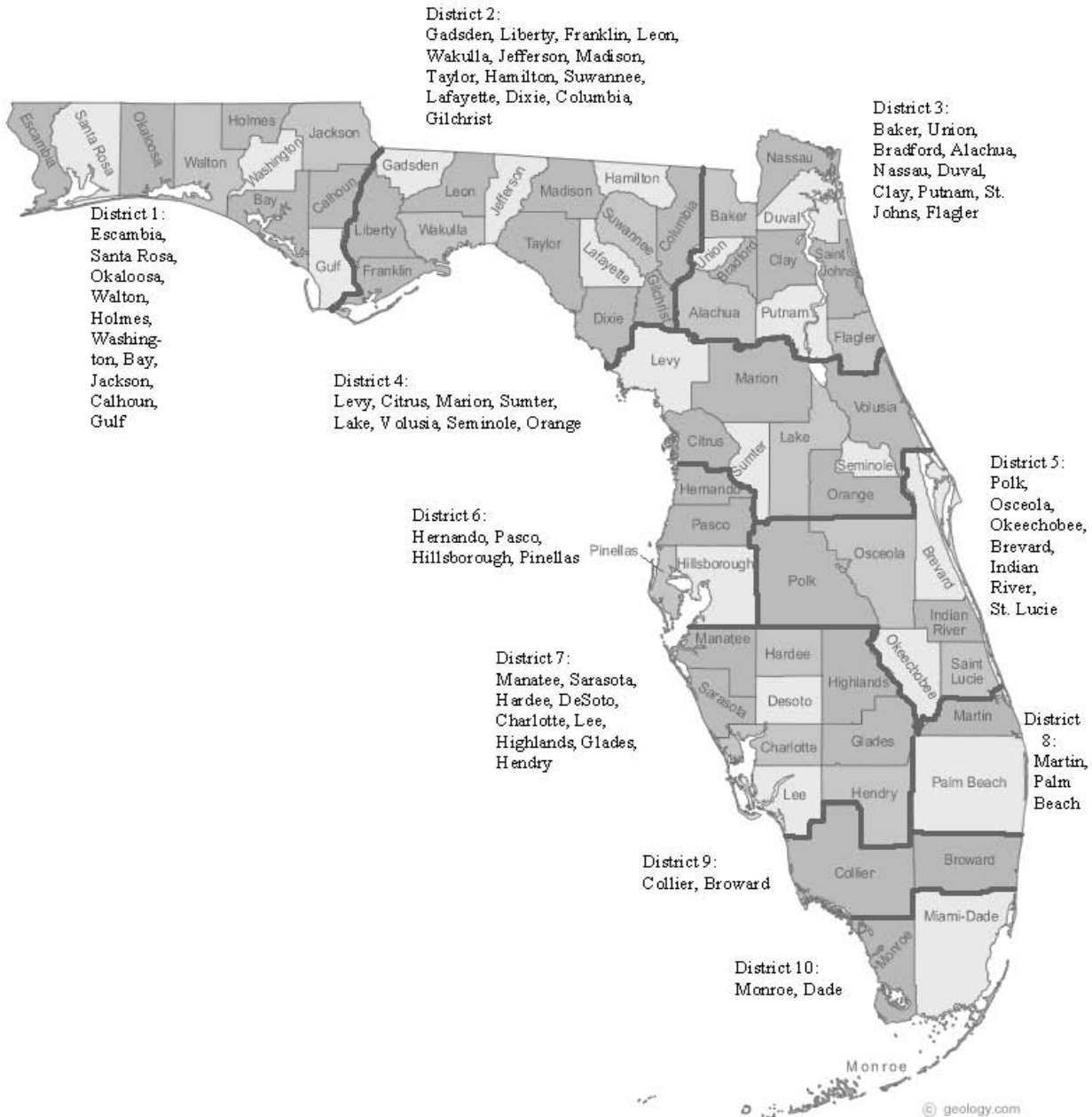
I will seek to improve my community by volunteering my efforts and my resources to worthwhile projects.

## **CODE OF CONDUCT FOR FCCLA MEMBERS:**

The following code of conduct is required of all members attending any conferences, trainings, etc., sponsored by the organization.

- Be prompt and prepared for all activities. Be financially prepared for all possibilities.
- Keep advisers informed of activities and whereabouts at all times.
- Spend nights in the assigned room.
- Attend all general sessions and activities for which they are registered and be on time for all meetings.
- Wear identification badges at all times.
- Leave the conference site only with the permission of the chapter adviser.
- Members under the age of 18 will not drive to any state sponsored function.
- Respect all public and private property of the conference site.
- Observe the proper dress code at all times.
- Students will not entertain members of the opposite sex in their room; nor shall they go into a room of a member of the opposite sex without leaving the door open and having the permission of the chapter adviser.
- Alcoholic beverages and narcotics in any form are prohibited.
- Visitors are not permitted to attend the conference or visit attendees while at the conference.
- FCCLA members will abide by all curfews.

# FLORIDA FCCLA DISTRICTS MAP



**SEC Expense Grid**

<b>Officers</b>	<b>Meals</b>	<b>Lodging</b>	<b>Transportation</b>	<b>Excursion</b>	<b>Banquet</b>	<b>Registration</b>	<b>Other</b>
Summer Council	Y*	Y	Y	N	N/A	N/A	
Leadership Training	Y*	Y	Y	N/A	N/A	N/A	
National Meeting	N	Y	N	N	Y	Y	
Cluster Meeting	N	Pres. Pres. Elect	Pres. Pres. Elect	N	N/A	Pres. Pres. Elect	
Winter Council	Y*	Y	Y	N	N/A	N/A	
Script Writing	Y*	Y	Y	N/A	N/A	N/A	
State Conference	Y*	Y	Y	N	Y	Y	
Uniform							Officer Polo, Name Badge, Officer Pin

<b>District Advisers</b>	<b>Meals</b>	<b>Lodging</b>	<b>Transportation</b>	<b>Excursion</b>	<b>Banquet</b>	<b>Registration</b>	<b>Other</b>
Summer Council	Y*	Y	Y	N	N/A	N/A	
Leadership Training	Y*	Y	Y	N/A	N/A	N/A	
National Meeting	N	N	N	N	N	N	
Cluster Meeting	N	N	N	N	N	N	
Winter Council	Y*	Y	Y	N	N/A	N/A	
Script Writing	Y*	Y	Y	N/A	N/A	N/A	
State Conference	Pre-Conference ONLY*	Pre-Conference ONLY	Y	N	Y	Y	
Uniform							Name Badge Polo Shirt

**\*Beginning with the 2011-2012 School Year: Meals will NOT be covered for State Officers attending the NLC. Also any other meals that are provided (even if you choose not to attend the meal) will not be reimbursed.**

**-Officers and Advisers should travel together to minimize expenses. Florida FCCLA will not reimburse expenses when schools districts cover the cost. Meals at any meeting that are provided will not be reimbursable.**

**\*\*IN ORDER TO BE REIMBURSED FOR EXPENSES, ALL EXPENSE REPORTS MUST BE RECEIVED WITHIN 30 DAYS FOLLOWING A MEETING OR EVENT, OR YOU WILL NOT BE REIMBURSED.**

**Florida Association & Foundation of FCCLA, Inc.**  
 P.O. Box 1806  
 Bushnell, FL, 33513  
 (352) 793-8234 Fax: (352) 568-0861

NAME \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 SOCIAL SECURITY # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

(to send check to)  
 TELEPHONE \_\_\_\_\_  
 DATES(S) COVERED \_\_\_\_\_  
 PURPOSE OF EXPENSE \_\_\_\_\_

**\*\*IN ORDER TO BE REIMBURSED FOR EXPENSES, ALL EXPENSE REPORTS MUST BE RECEIVED WITHIN 30 DAYS FOLLOWING A MEETING OR EVENT, OR YOU WILL NOT BE REIMBURSED.**

Please be sure to sign the form and attach ALL receipts for anything other than meals. Also be sure to include a clear mailing address complete with street (or P.O. Box), City, State and Zip Code so that we can get your reimbursement to you in a timely manner.

DATE	DESCRIPTION	TRAVEL	TOLLS	TRANSPORT RENTAL/AIR	MEALS 6/11/19	POSTAGE	OTHER (DESCRIBE)	TOTALS
	Travel:							
	Fr: To: _____ miles x .445=							
	Fr: To: _____ miles x .445=							
	Fr: To: _____ miles x .445=							
	<b>TOTALS</b>							

Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director approval \_\_\_\_\_ Date \_\_\_\_\_



## **I. PARLIAMENTARY PROCEDURE-ITS PURPOSE AND USE**

Parliamentary law is a system of maintaining order in organizations. It provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.

Respect for law is a basic characteristic of democratic government. This respect is clearly shown by a willingness to practice an orderly method of procedure in organizations so as to follow the will of the majority, to protect the rights of the minority, and to protect the interests of those absent.

The use of parliamentary procedure in itself, however, does not insure that these ideals will be met. Everyone involved with an organization must also work to create an atmosphere of trust, mutual respect, and shared purpose.

Robert's Rules of Order was written by General Henry M. Robert, a U.S. Army engineer, and published in 1876. His work is still regarded as the basic authority on the subject of parliamentary law. The most recent edition of the work, Robert's Rules of Order Newly Revised (1970), is the accepted authority for almost all organizations today. This pamphlet, Fundamentals of Parliamentary Procedure, is based on that book.

## **II. GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE**

Every member of an organization should be familiar with the following simple rules and customs:

- A. All members have equal rights, privileges, and obligations; rules must be administered impartially.
- B. The minority has rights which must be protected.
- C. Full and free discussion of all motions, reports, and other items of business is a right of all members.
- D. In doing business the simplest and most direct procedure should be used.
- E. Logical precedence governs introduction and disposition of motions.
- F. Only one question can be considered at a time.
- G. Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus have obtained the floor.
- H. No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
- I. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
- J. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

### III. PARLIAMENTARY TERMS

**Addressing the Chair:** Getting the chair's attention by saying, e.g., "Madam Chairwoman," "Mr. Chairman," "Madam President," or "Mr. Moderator."

**Agenda:** Order of business; program of a business meeting.

**Ad Hoc Committee:** Committee established for a specific purpose, for a particular case.

**Adjourn:** To end a meeting.

**Announcing the Vote:** In announcing the vote on a motion, the chair should:

1. report on the voting itself, stating which side has prevailed;
2. declare that the motion is adopted or lost; and
3. state the effect of the vote or order its execution.

For a voice or rising vote in which no exact count is taken, the chair might say, for example, "The ayes have it, the motion carries, and the brochure will be published." For a vote in which an exact count is taken, the chair might say, "There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester."

**Ballots:** Slips of paper for voting.

**Carried:** Passed or adopted; used in referring to affirmative action on a motion.

**Caucus:** Private session in advance of a scheduled meeting.

**Chair:** the Chair, Chairman, Chairwoman: To preside over; the presiding officer.

**Chairman/Chairwoman Pro Tem:** Presiding officer for the time being.

**Commit:** To refer to a committee.

**Committee of the Whole:** Designation of all of the members of an assembly present at a meeting as members of an ad hoc committee; working as a committee of the whole allows an assembly to function informally (e.g., to have unlimited debate).

**Convene:** To open a session.

**Division of the Assembly; a Division:** A vote retaken for the purpose of verifying a voice vote or show of hands; a division may be ordered by the chair or by a single member.

**Division of the Question:** A motion to divide a pending motion into two or more separate questions in order that they may be considered separately.

**Election by Acclamation:** Election by unanimous consent; used when only one person has been nominated for an office.

**Ex-officio:** By right of office.

**Expunge:** To eliminate part of a motion by crossing out or drawing a line around words; one never erases, since the original text may be needed for the minutes.

**Germane:** Closely related, relevant; amendments and debate must be germane to the question at hand.

**Having the Floor:** Having been recognized by the chair to speak.

**Immediately Pending Question:** The last motion stated by the chair.

**In Order:** Correct according to rules of parliamentary procedure.

**Main Motion:** A motion which brings before the assembly some new subject upon which action of the assembly is desired.

**Majority:** More than half of the votes cast by persons legally entitled to vote, excluding abstentions.

**Minutes:** Written records of business transacted.

**Motion:** A proposal by a member, in a meeting, that the assembly take a particular action.

**Nominate:** To propose an individual for office.

**Obtaining the Floor:** Securing permission to speak.

**Orders of the Day:** Agenda for a meeting.

**Parliamentarian:** Parliamentary adviser to the presiding officer.

**Pending Question:** A motion awaiting decision.

**Plurality:** In an election, the largest number of votes given a candidate when three or more candidates are running; a plurality that is not a majority never elects anyone to office except by virtue of a special rule previously adopted.

**Point of Information:** Request for information concerning a motion.

**Precedence:** Take Precedence: Priority in rank; to outrank.

**Previous Question:** Motion which, if adopted, orders an immediate vote.

**Proxy:** A person authorized to vote for another.

**Question of Privilege:** A device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency, e.g., a motion to turn the air conditioner up or a motion to close the windows so that people can hear.

**Quorum:** The minimum number of members who must be present at a meeting for business to be legally transacted.

**Recess:** A short intermission.

**Recognize:** To allow someone to obtain the floor in order to speak.

**Rescind:** To repeal, annul, cancel, or revoke formally.

**Resolution:** Motion used to express the sentiment of a group, usually beginning with the words "resolved that...."

**Rising Vote:** A vote taken by having members stand.

**Roll Call Vote:** A procedure by which the vote of each member is formally recorded in the minutes.

**Second:** To indicate support for consideration of a motion by saying: "I second the motion."

**Slate:** List of candidates.

**Unanimous (or General) Consent:** A means of taking action on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the assembly, business can often be expedited by the chair's simply calling for objections, if any. If no objection is heard, the motion is adopted; if even one member objects, the motion is brought to a formal vote by the usual procedure.

**Voice Vote:** A vote taken by having members call out "aye" or "no" at the chair's direction.

**Yield:** To give the floor to the chair, to another speaker, or to a motion taking precedence over that being considered.

#### **IV. A STANDARD AGENDA**

If an organization's established rules do not specify an order of business, parliamentary law provides the following standard agenda for a meeting:

- A. Call to order
- B. Reading and approval of minutes
- C. Reports of officers and standing committees
- D. Reports of ad hoc committees
- E. Unfinished business
- F. New business
- G. Announcements
- H. Adjournment

#### **V. TRANSACTING BUSINESS AT A MEETING**

##### **A. Quorum:**

- 1. A quorum is the minimum number of members who must be present at a meeting for business to be legally transacted.
- 2. An organization, in its established rules, may define its own quorum.
- 3. In the absence of such a provision, the quorum is a majority of the entire membership.

##### **B. Obtaining the Floor:**

- 1. Before a member in an assembly can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time.
- 2. If two or more members rise to seek recognition at the same time, the member who rose and addressed the chair first after the floor was yielded is usually entitled to be recognized. A member cannot establish "prior claim" to the floor by rising before it has been yielded.

##### **C. Introducing Business (Making Motions):**

- 1. Business may be introduced by an individual member or by a committee.
- 2. Business is always introduced in the form of a motion.

##### **D. Seconding a Motion:**

- 1. After a motion has been made, another member, without rising and obtaining the floor, may second the motion.
- 2. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he or she necessarily favors the motion.

3. A motion made by a committee requires no second, since its introduction into the assembly has been approved by a majority of the committee.
4. The purpose of a second is to prevent time from being consumed by the assembly having to dispose of a motion that only one person wants to see introduced.

#### E. Placing a Motion Before the Assembly:

1. After a motion has been made and seconded, the chair repeats the motion verbatim, thus placing it before the assembly for debate and action.
2. During the brief interval between the making of a motion and the time when the chair places it before the assembly by restating it, the maker of a motion may modify or withdraw it simply by stating the intention to do so; after the motion has been restated by the chair, it is officially before the assembly and must be dealt with appropriately (e.g., adopted, rejected, postponed).

#### F. Debate:

1. Every member of the assembly has the right to speak on every debatable motion before it is finally acted upon; this right cannot be interfered with except by a motion to limit debate.
2. All discussion must be confined to the immediately pending question and to whether or not it should be adopted.
3. While debate is in progress, amendments or other secondary motions can be introduced and disposed of accordingly.
4. In an organization that has no special rule relating to the length of speeches, a member can speak no longer than 10 minutes unless he or she obtains the consent of the assembly; such permission can be given by unanimous consent or by means of a motion to extend debate. Likewise, debate may be curtailed by a motion to limit debate.
5. No member may speak twice on the same motion at the same meeting as long as any other member who has not spoken on the motion desires to do so.
6. Unless the rules are suspended, a member who has spoken twice on a particular question on the same day has exhausted his or her right to debate that question for that day.
7. During debate, no member can attack or question the motives of another member.
8. The maker of a motion, although allowed to vote against it, is not allowed to speak against it.

#### G. Amendments:

1. As noted above, before a motion has been restated by the chair, the maker has the right to modify his or her motion or to withdraw it entirely. After it has been restated by the chair, however, a motion may be modified only by means of an amendment.
2. There are six ways to amend a motion: a. Add words, phrases, or sentences at the end of a motion; b. Insert words, phrases, or sentences; c. Strike words, phrases, or sentences; d. Strike and insert words, phrases, or sentences; e. Strike and add words, phrases, or sentences; and f. Substitute whole paragraphs or an entire text.

3. Only two amendments (primary and secondary) may be pending on a main motion at any time.
4. Discussion of an amendment must relate only to the amendment, unless the whole motion is involved by substitution.
5. An amendment must be germane to the question under consideration.

#### H. Voting:

1. Unless special rules apply, a majority decides. A majority is more than half of the votes cast by persons legally entitled to vote, excluding blank ballots or abstentions.
2. Unless otherwise provided for, voting is by voice vote.
3. If the presiding officer is a member of the assembly, he or she can vote as any other member does when the vote is by ballot. In other cases, the presiding officer, if a member of the assembly, can ( but is not obliged to ) vote whenever his or her vote will affect the result; i.e., he or she can vote either to break or to create a tie.
4. A member has no right to explain his or her vote" during voting since that would be the same as debate at such a time.
5. Any member may request a division of the assembly if there is uncertainty as to the true result of the vote.

#### I. Announcing a Vote:

1. In announcing the vote on a motion, the chair should: a. report on the voting itself, stating which side has prevailed; b. declare that the motion is adopted or lost; and c. state the effect of the vote or order its execution.
2. For a voice or rising vote in which no exact count is taken, the chair might say, for example, "The ayes have it, the motion carries, and the brochure will be published." For a vote in which an exact count is taken, the chair might say, "There are 14 in the affirmative and 15 in the negative. The negative has it and the motion is lost. No additional funds will be spent on publicity this semester."

#### J. Adjournment:

1. A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker.
2. A motion to adjourn is not in order when the assembly is engaged in voting or verifying a vote.
3. If the motion to adjourn is voted down, it may be made again only after the disposition of some business.
4. The motion to adjourn is out of order when the assembly is arranging for the time and place of the next meeting.
5. When it appears that there is no further business to be brought before the assembly, the chair, instead of waiting for a motion, may simply adjourn the meeting.

## VI. SUMMARY OF STEPS IN HANDLING A MOTION

- A. A member rises and addresses the presiding officer.
- B. The presiding officer recognizes the member.
- C. The member states the motion.
- D. Another member seconds the motion.
- E. The presiding officer restates the motion, thus placing it before the assembly for consideration.
- F. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable.
- G. The presiding officer takes the vote.
- H. The presiding officer announces the result.

## VII. TYPES OF MOTIONS--DEFINITIONS AND EXAMPLES

A. **Privileged Motions:** Motions which do not relate to the pending question but have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

1. Adjourn: Terminates the meeting. "I move that we adjourn."
2. Recess: Permits a short intermission in a meeting. "I move that we recess for 10 minutes" or ". . . until 2:00" or ". . . until called to order by the chair."
3. Raise a question of privilege: Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. "I rise to a question of privilege affecting the assembly."
4. Call for the orders of the day: Requires that the adopted agenda or order of business be followed. "Mr. Chairman, I call for the orders of the day" or "Madam President, I demand the regular order."

B. **Subsidiary Motions:** Motions which assist the assembly in treating or disposing of a main motion. They have the effect of hastening action upon, delaying action upon, or modifying the main motion.

1. Lay on the table: Lays a pending question aside temporarily when something more urgent has arisen. "I move to lay the question on the table" or "I move that the motion be laid on the table."
2. Previous question: Ends debate and orders an immediate vote. "I move the previous question" or "I move we vote immediately on the motion."
3. Limit or extend debate: Modifies debate by limiting or extending the number or length of speeches. "I move that debate be limited to one speech of two minutes for each member" or "I move that the speaker's time be extended three minutes."
4. Postpone to a certain time: Defers consideration to a definite day, meeting, or hour, or until after some particular event. "I move that the question be postponed until the next meeting" or "I move to postpone the motion until after the address by our guest speaker."
5. Refer to a committee: Gives a motion more detailed attention or permits it to be handled in privacy. "I move to refer the matter to the Program Committee."

6. Amend: Modifies a main motion by inserting, adding, striking, striking and inserting, striking and adding, or substituting some specific language. "I move to amend by adding the words . . ." or "by striking . . ." or "I move to substitute for the pending motion the following: ...."
  7. Postpone indefinitely: Disposes of a question without bringing it to a direct vote. "I move that the motion be postponed indefinitely."
- C. **Main Motion:** A motion which brings business before the assembly and which can be made only while no other motion is pending. "I move we have a banquet."
- D. **Motions that Bring a Question Again Before the Assembly:** Motions which bring up a previously considered question.
1. Reconsider: Allows a question previously disposed of to come again before the assembly as if it had not previously been considered. The motion to reconsider can be made only by a member who voted on the prevailing side and only on the same day the original vote was taken. The motion is debatable only if the motion to be reconsidered is itself debatable. "I move to reconsider the vote on the motion relating to the annual banquet."
  2. Discharge a committee: Takes a matter out of a committee's hands and places it again before the assembly as a whole. "I move that the committee considering what band to hire for the benefit dance be discharged."
  3. Rescind a motion previously adopted: Voids a motion previously passed. "I move to rescind the motion passed at the last meeting relating to where we will go on the ski trip."
  4. Take from the table: Allows the assembly to resume consideration of a motion previously laid on the table. "I move to take from the table the motion relating to presenting plaques to graduating members."
- E. **Incidental Motions:** Motions which deal with questions of procedure and arise out of another pending motion or item of business. With the exception of the motion to appeal from the ruling of the chair, they are not debatable.
1. Point of information: Inquires as to the facts affecting the business at hand and is directed to the chair or, through the chair, to a member. "I rise to a point of information" or "A point of information, please."
  2. Parliamentary inquiry: Requests the chair's opinion-not a ruling-on a matter of parliamentary procedure as it relates to the business at hand. "I rise to a parliamentary inquiry" or "A parliamentary inquiry, please."
  3. Division of the assembly: Calls for a verification when a member doubts the accuracy of a voice vote or show of hands. "Division!" or "I call for a division."
  4. Division of a question: Permits a motion to be divided into two or more parts in order that they may be considered separately. "I move to divide the motion so that the question of purchasing decorations can be considered separately."
  5. Withdraw a motion: Permits a member to remove his or her question from consideration even after the motion has been restated by the chair. "Mr. Chairman, I move that I be allowed to withdraw the motion."

6. **Objection to consideration:** Suppresses business that is undesirable or that might prove damaging to the organization. "Madam President, I object to the consideration of the question."
7. **Suspend the rules:** Temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take. "I move to suspend the rules which interfere with considering the motion to hold a get-acquainted happy hour for new members."
8. **Appeal from the ruling of the chair:** Challenges a ruling of the chair. A majority vote sustains the ruling. "I appeal from the decision of the chair."
9. **Point of order:** Challenges an error in procedure and requires a ruling by the chair. "I rise to a point of order" or "Point of order!"

### **VIII. PRECEDENCE OF MOTIONS**

Since only one question may be considered at a time, the sequence in which motions may be taken up is fixed by parliamentary law.

The *main motion* is the basic motion and all other legitimate motions are taken up and acted upon before the main motion is finally disposed of. Any privileged motions introduced are of such urgency or importance that they must be promptly acted upon. Subsidiary and incidental motions which are introduced must be given priority so that the action finally taken on the main motion will accurately reflect the will of the assembly.

*Motions that bring a question again before the assembly* are similar in status to main motions in that they can be considered only when no other business is pending.

*Privileged and subsidiary motions* have the highest status and are arranged in an explicit order of precedence. Privileged motions come first in the order of precedence and among themselves have the following ranking: (1) adjourn, (2) recess, (3) raise a question of privilege, and (4) call for the orders of the day. Subsidiary motions follow in the order of precedence and have the following ranking among themselves: (5) lay on the table, (6) previous question, (7) limit or extend debate, (8) postpone to a certain time, (9) refer to a committee, (10) amend, and (11) postpone indefinitely.

*Incidental motions* are not ranked in the formal order of precedence. Since they arise out of--are "incidental" to--some other pending question, the incidental motions are decided as they arise. An incidental motion would be out of order, however, if it were not legitimately related to the business at hand.

### **IX. OTHER RULES GOVERNING THE CONSIDERATION OF MOTIONS**

Not all motions require recognition or a second. Not all motions are debatable or amendable. Some motions do not require a vote or permit reconsideration. The following table summarizes the rules related to each of the types of motions defined in Part VII.

## RULES GOVERNING THE CONSIDERATION OF MOTIONS

Name of Motion	Requires Recognition ?	Require s a Second ?	Debatable ?	Amendable ?	Vote Required ?	May Be Reconsidered ?
<b>Privileged Motions:(1)</b>						
1. Adjourn	yes	yes	no	no	majority	no
2. Recess	yes	yes	no	yes	majority	no
3. Raise a question of privilege	no	no	no	no	--	no
4. Call for the orders of the day	no	no	no	no	2/3(2)	no
<b>Subsidiary Motions: (1)</b>						
5. Lay on the table	yes	yes	no	no	majority	no
6. Previous question	yes	yes	no	no	2/3	yes
7. Limit or extend debate	yes	yes	no	yes	2/3	yes
8. Postpone to a certain time	yes	yes	yes	yes	majority	yes

9. Refer to a committee	yes	yes	yes	yes	majority	yes
10. Amend	yes	yes	yes	yes	majority	yes
11. Postpone indefinitely	yes	yes	yes	no	majority	aff.(3)
<b>Main Motions</b>	yes	yes	yes	yes	majority	yes
<b>Motions to Bring a Question Again Before Assembly:</b>						
Reconsider	no	yes	yes(4)	no	majority	no
Discharge a committee	yes	yes	yes	yes	maj. or 2/3(5)	negative(6)
Rescind	yes	yes	yes	yes	maj. or 2/3(5)	negative(6)
Take from the table	yes	yes	no	no	majority	no
<b>Incidental Motions:</b>						
Point of information	no	no	no	no	--	no
Parliamentary inquiry	no	no	no	no	--	--
Division of the assembly	no	no	no	no	--	no

Division of a question	yes	yes	no	yes	majority	no
Withdraw a motion	yes	yes	no	no	majority	negative(6)
Objection to consideration	no	no	no	no	2/3	negative(6)
Suspend the rules	no	no	no	no	2/3	no
Appeal from the chair's ruling	no	yes	yes	no	maj. or tie	yes
Point of order	no	no	no	no	--	no

Note 1: In order of precedence.

Note 2: Must be enforced on the demand of one member unless it is set aside by a two-thirds vote.

Note 3: Only an affirmative vote may be reconsidered.

Note 4: The motion to reconsider is debatable only if the motion to be reconsidered is itself debatable.

Note 5: Requires either a simple majority (with prior notice), or a two-thirds vote, or a majority of the entire membership.

Note 6: Only a negative vote may be reconsidered.

## **X. TIPS ON PARLIAMENTARY PROCEDURE**

- A. Since the secretary is responsible for keeping accurate records of business transacted, the chair may require that main motions, amendments, or instructions to a committee be in writing.
- B. It is a general rule that no member should be present in the assembly when any matter relating to himself or herself is under consideration.
- C. A question cannot be postponed beyond the next regular meeting.
- D. Calls of "Question! Question!" by members from their seats are not motions for the previous question and are simply informal expressions of individual members' desires to proceed to a vote; these calls are disorderly if made while another member is speaking or seeking recognition.
- E. A question laid on the table remains there until taken from the table or until the close of the next regular meeting. If not taken up by that time, the question dies.

- F. Abstentions do not count in tallying the vote; when members abstain, they are in effect only attending the meeting to aid in constituting a quorum.
- G. Working as a committee of the whole enables the full assembly to give detailed consideration to a matter under conditions of freedom approximating those of an ad hoc committee. In such a committee, the results of votes taken are not final decisions of the assembly but are taken up by the assembly as committee recommendations. The proceedings of a committee of the whole are not entered in the minutes of the assembly.
- H. Motions are out of order that present essentially the same question as a motion already considered at the same meeting.
- I. All persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer. Members, however, can appeal from the decision of the chair, move to suspend the rules, or move a reconsideration- depending on the circumstances of the chair's ruling. A member can make such an appeal or motion whether or not the order involved applies to him or her personally.

## **XI. COMMITTEES**

- A. While committees are not necessarily limited as to membership, most committees are composed of from five to nine members. When the committee is small, formal parliamentary procedure is abandoned in doing the group's business. That is, during a committee meeting, a formal motion, a second, formal debate, and a vote are not necessary since decisions can often be reached quickly by unanimous consent. However, even in a committee meeting, if a subject is controversial and spirits rise, the chair may resort to using formal procedure in order to facilitate the committee's work.
- B. Characteristics of an Informal Committee Meeting
  - 1. Recognition is not required in order to speak.
  - 2. The presiding officer participates as freely as any other member.
  - 3. Committee business is discussed without any motions.
  - 4. Discussion is neither limited nor suppressed.
  - 5. Most decisions are made by consensus, though votes may be taken.
  - 6. Formal procedure is invoked when necessary.
- C. Types of Committees
  - 1. Standing committees are permanently established and may be composed of appointed, elected, or ex-officio members.
  - 2. Special committees or ad hoc committees are temporarily established for a special purpose or to complete a particular task. Members may be appointed, elected, designated to serve ex-officio, or named in the motion which creates the committee.
- D. Duties of the Presiding Officer
  - 1. The person who presides at a committee meeting is responsible for helping the committee organize itself and for seeing that its work is accomplished. To meet that responsibility, he or she should:

- a. Bring the tools the committee needs to do its work--a copy for each member of a list of committee members with addresses and phone numbers; a concise statement of the committee's task, its duties and powers, or a statement of its instructions from the organization or its president; a copy of rules or policies of the organization which apply to the committee's work; and reports of previous committees or any other materials which will be useful;
  - b. Call meetings to order on time;
  - c. Start discussion with a few comments on the nature of the committee's task;
  - d. Keep the discussion on track by following an agenda and avoiding irrelevant topics;
  - e. Draw quiet members into the discussion;
  - f. Avoid the temptation to dominate the discussion or to dictate what should be done--committees are created because a group decision is desired;
  - g. Divide the work or appoint subcommittees when necessary, giving everyone a job;
  - h. Encourage members to share in preparing the committee's report and, if a formal report is required, have them vote on it at a meeting;
  - i. Submit formal committee recommendations separately from the report;
  - j. Help members enjoy working on the committee by getting things done and leaving everyone with a sense of accomplishment; and
  - k. Share the credit for what the committee has done with everyone who has helped by publicly recognizing members' contributions.
2. The person who presides over a committee is also responsible for reporting on the committee's work to the rest of the organization. Such a report can be given orally or in writing and usually contains both a description of the committee's work and a statement of its findings. The report is usually accompanied by a statement of the committee's recommendations, if any, which can then be taken up by the whole assembly.

## **XII. ELECTIONS**

An organization's established rules normally set forth the date for elections, the method of nominating candidates, the procedure for voting, the votes required to elect, and the terms of office. In general, however, the following procedures are accepted:

- A. Nominations may be offered from the chair, from the floor, by a committee, or by write-in ballot.
- B. Nominations may be closed by the chair when it appears that no more nominations will be offered, or they may be closed by a two-thirds majority vote. A motion to close nominations is in order only after a reasonable opportunity to make nominations has been given.
- C. Voting is usually done by voice, by roll call, by ballot, or by "acclamation" (when only one candidate has been nominated).