

North Carolina FFA Delegate Handbook 2024



WELCOME

Welcome to the 95th North Carolina FFA State Convention! As a delegate, you have demonstrated your dedication to the FFA, its mission, and its values. The delegate process is vitally important because you are the voice of over 46,000 FFA members across the state of North Carolina! Your decisions will shape and mold the FFA for future generations of members. As a delegate, you will make a difference! Thank you for your time and dedication to the North Carolina FFA Association!

2023-2024 STATE OFFICER TEAM

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IMPORTANCE OF A STATE FFA DELEGATE

The North Carolina FFA Association is a student-led organization. The delegate process was developed to assist members in presenting relevant information to further the association. It is vital to the success of the association that delegates review relevant issues to ensure the growth of the association. The delegate experience is important to the North Carolina FFA Association. It is a mechanism to ensure the student voice is heard, and it provides delegates with an opportunity to influence the direction of the organization.

DETERMINING CHAPTER REPRESENTATION AS A STATE FFA DELEGATE

The number of delegates from each chapter is determined by Article IX Section B of the North Carolina FFA Constitution. A reference chart is included.

Each chapter is entitled to send official delegates from its active membership to the state convention based on the following formula: two delegates for the first 50 members; one additional delegate for each additional 50 members. A delegate is entitled to one vote.

Number of Chapter Members	Number of State Delegate Representatives
0-50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8

ROLE OF A STATE FFA DELEGATE

Delegates at the North Carolina FFA State Convention are charged with representing the interests of FFA members within their own chapters while working to forward the progress of the entire North Carolina FFA Association and National FFA Organization.

There are two types of delegates: leadership delegates and committee delegates. Leadership delegates are select members who are serving as regional FFA officers and have participated in delegate training. The job of the leadership delegate is to facilitate the work of the delegate committees. Committee delegates are responsible for driving the direction of their delegate committee while serving as the architects of the committee recommendation. All delegates, both leadership and committee, are counted once in any matter requiring a counted vote. The exception is for those delegates serving as the presiding officer during the committee work.

TIMELINE OF DELEGATE PROCESS

Each fall, regional officers participate in ROPE training. During this training, state officers provide specific details regarding the state delegate process. In February, chapters submit issues for consideration by the delegate body. In March, chapters register delegates based on chapter membership as of March 1. Regional officers are assigned to the three standing delegate committees: Building Communities, Strengthening Agriculture, and Growing Leaders. Specific issues are assigned to committees based on relevance. Committee chairs present delegate issues and resolutions to the delegate body at the business session of the annual North Carolina FFA State Convention. Delegate issues passed by the delegate body are presented to the North Carolina FFA Board of Directors at their summer meeting.

GOVERNANCE OF THE DELEGATE PROCESS

The rules contained in the current edition of *Robert's Rules of Order* shall govern the North Carolina FFA Association in all cases to which they are applicable. This handbook will serve to advise on the delegate process and protocol.

ROLE OF THE NORTH CAROLINA FFA STATE OFFICERS

The state officers are responsible for guiding delegates through the early stages of the process. State FFA Officers provide training to committee members, facilitate the delegate process overview, and moderate the presentation of proposals.

Members will drive the state delegate process without interference from adult stakeholders. State staff, as well as state officers, shall not participate in the deliberations unless their counsel is requested or necessary. Their purpose is only to provide clarification on the committee's purpose and to provide guidance.

At the state convention, the state officers will not have voting rights. The state president will serve as the presiding officer. Since state officers are not official delegates, state officers will not have the power to make any motion or move the acceptance of any report. The delegate process will be centrally run by the delegate body.

COMMITTEE ASSIGNMENTS

Regional officers will be assigned to one of the three standing committees: Building Communities, Strengthening Agriculture, or Growing Leaders. Each committee will have at least one member from each region. Committee members will be assigned by the State FFA Coordinator. Committees at the state convention will be assigned randomly to registered delegates.

COMMITTEE RESEARCH

After committee assignments, committee chairs will coordinate committee research. Committee members should use all available resources to provide accurate and relevant information. Sources and testimonies should be cited as necessary.

COMMITTEE REPORTS

A committee report has two distinct parts: committee findings and committee motions.

Committee findings indicate the conclusions that the committee reached based on the research data presented, testimony received, and discussions about the committee topic.

Committee findings are generally listed as separate statements. These can be listed in bullet point format in the committee report.

Committee motions are recommendations of the committee members to the entire delegate body. Committee motions should be clearly written so anyone can understand the background, rationale, and the action items in the motion. They should also present direct and concrete recommendations that are specific in nature. Someone who was not included in the development of the motion should be able to convey the motion with very little contextual knowledge of the committee's work. For that same reason, committee motions should avoid using acronyms or jargon, no matter how widely known such abbreviations may be. Committee motions that direct the organization to continue an ongoing activity rarely serve a purpose and should be avoided, unless consideration was given to discontinue an activity and direction is needed to ensure that does not occur.

Prior to the actual motion(s), the committee report should include the statement, "The *growing leaders* committee recommends the adoption of the following resolution:" after which the motions should follow. Committee motions are to be listed as separate statements, each beginning with the word, "I move" followed by the motion being made. Following the final motion, the report should capture the name and chapter of the committee chair who will submit the report on behalf of the committee. If there are any questions about the committee report, state officers may be consulted.

LEADERSHIP DELEGATES

The job of the leadership delegate is to facilitate the work of the delegate committees. These delegates are regional officers that attend the delegate training offered during ROPE. Leadership delegates are selected and voted on by the committees.

Leadership delegates are classified as such due to the roles that they assume within their assigned committee. Each committee will have at least two leadership delegates: chairperson and secretary.

Committee chairpersons preside over committee meetings as a facilitator and director. They provide overall leadership and act as role models for objective thinking. They are responsible for presenting the committee report to the delegate body at the delegate business session and the state convention attendees during the final general session. They are also responsible for all communication between the leadership delegates prior to convention and are expected to keep in constant contact with issue coordinators. Committee chairs are required to exhibit impartiality, strong communication skills, knowledge of parliamentary procedure and effective management skills.

Committee secretaries are managers of the official documentation. Throughout the committee meeting, they maintain minutes and capture key concepts for later review. They work with the committee chairs to submit committee recommendations. Committee secretaries need strong organizational skills, active listening skills, and a detail-oriented focus in order to be successful.

Committee chairs and secretaries will be selected based on the following rotating schedule from regional presidents.

Growing Leaders

- 2024- West and Southwest
- 2025- East Central and Southeast
- 2026 - Southeast and East Central
- 2027- Northeast and South Central

Building Communities

- 2024- Southeast and East Central
- 2025- Northeast and South Central
- 2026- Northwest and West Central
- 2027- West and Southwest

Strengthening Agriculture

- 2024- Northeast and South Central
- 2025- Northwest and West Central
- 2026- West and Southwest
- 2027- Southeast and East Central

DELEGATE WORK AT STATE FFA CONVENTION

The majority of delegate committee work should be completed prior to the state convention through virtual committee meetings. Delegate work at the state convention will begin with a brief committee meeting at convention. Committee work at the convention will be facilitated by the leadership delegates with the assistance of the state officers and other regional officers that attended preliminary committee meetings.

At the committee meetings, the topic matter will be addressed and the committee will finalize recommendations and create the committee report. The committee chair will submit the report to the State FFA Coordinator.

Adoption of committee reports takes place during the delegate business session at the state convention. The chair of each committee presents their committee's report to the entire delegate body. The committee chair concludes the presentation by moving for the adoption of the report. Committee reports have an implied second. In accordance with *Robert's Rules of Order*, debate is heard surrounding the report before a vote is called. The delegate body then votes to adopt the recommendations of the report.

Annually, delegates set dues for the members and make recommendations for new initiatives or suggest changes to current practices.

DELEGATE ISSUES FOLLOWING STATE CONVENTION

Following the state convention, issues approved by the delegate body are presented to the North Carolina FFA Association Board of Directors for consideration during their summer meeting.

PARLIAMENTARY PROCEDURE ETIQUETTE AND PROCEDURE

Committee reports have an implied second. A second does not need to be made to discuss the committee report.

In order to present discussion, a delegate rises and addresses the chairperson. When the delegate is recognized, the delegate states their name and chapter before presenting discussion.

Delegates may amend a committee report. This is done using appropriate parliamentary procedure. The motion to amend requires a second and a majority vote.

Please refer to Appendix A and Appendix B for more information on correct use of Parliamentary Procedure.

2024 DELEGATE WORK

STATE DUES

OLD NORTH STATE DEGREE RECIPIENTS

GROWING LEADERS COMMITTEE ISSUE

BUILDING COMMUNITIES COMMITTEE ISSUE

STRENGTHENING AGRICULTURE COMMITTEE ISSUE

NC FFA ASSOCIATION STATE MEMBERSHIP DUES AND FEES

Each year, the delegates formally approve state dues. The North Carolina FFA Association Board of Directors voted to set state dues at \$5 for high school students, \$1 for middle school students, and maintain the affiliation fee scale. A motion to set dues will need to be made from the floor and a two-thirds vote is required.

ARTICLE XI. DUES, Section A

Annual dues in the State Association shall be fixed by a two-third majority vote of delegates assembled in convention. The Board of Directors shall submit their recommendations concerning dues to local chapters at least thirty days prior to the state convention.

OLD NORTH STATE DEGREE RECIPIENTS

Each year, the delegates formally approve the recipients of the Old North State Degree. All 375 applications have been reviewed and found to meet the requirements of the degree.

Article VI. DEGREES AND PRIVILEGES OF MEMBERSHIP, Section E

The State FFA Degree – On meeting the minimum qualifications as set forth in the national constitution, the State FFA Degree may be conferred by the State Association. Written records of achievement of all requirements, verified by the chapter FFA advisor, shall be submitted to the State Association at least one month prior to the state FFA convention at which the State FFA Degree is to be received. The State FFA Advisor shall provide for review of the records and submit a recommendation to the State Association governing body, which shall nominate at the state FFA convention the candidates who have been found worthy to receive the honor. The State FFA Degree will be conferred upon the candidates subject to approval by the delegates at the state FFA convention.

GROWING LEADERS COMMITTEE ISSUES

BUILDING COMMUNITIES COMMITTEE ISSUE

STRENGTHENING AGRICULTURE COMMITTEE ISSUE

PROPOSAL

Date submitted:

Submitted by:

Subject/Topic:

Motion:

Background/Purpose:

Advantages:

Disadvantages:

Impact on current policy:

Budgetary impact:

APPENDIX A - Parliamentary Procedure Summary

Summary of Parliamentary Motions

TABLE OF MOTIONS						
	Interrupt?	Second?	Debate?	Amend?	Vote?	Reconsider?
PRIVILEGED MOTIONS						
Fix the Time to Which to Adjourn	No	Yes	No	Yes	Maj	Yes
Adjourn	No	Yes	No	No	Maj	No
Recess	No	Yes	No	Yes	Maj	No
Raise a Question of Privilege	Yes	No	No	No	(1)	No
Call for the Orders of the Day	Yes	No	No	No	(14)*	No
SUBSIDIARY MOTIONS						
Lay on the Table	No	Yes	No	No	Maj	(3)*
Previous Question	No	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	No	Yes	Yes	Yes	Maj	Yes
Commit or Refer	No	Yes	Yes	Yes	Maj	Yes
Amend	No	Yes	(5)	Yes	Maj	Yes
Postpone Indefinitely	No	Yes	Yes (15)	No	Maj	(4)
MAIN MOTIONS						
Main Motion	No	Yes	Yes	Yes	Maj	Yes
INCIDENTAL MOTIONS (11)						
Suspend the Rules	No	Yes	No	No	(9)*	No
Withdraw a Motion	*	*	No	No	Maj (12)*	(3)
Objection to the Consideration of a Question (10)	Yes	No	No	No	2/3 Neg.	(3)
Point of Order	Yes	No	No*	No	(1)*	No
Parliamentary Inquiry	Yes	No	No	No	(1)	No
Appeal	Yes	Yes	Yes*	No	(7)	Yes
Request for Information	Yes	No	No	No	(1)	No
Division of the Assembly	Yes	No	No	No	(13)	No
Division of a Question	No	Yes	No	Yes	Maj	No
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY (8)						
Reconsider* (2)	No*	Yes	(5) (15)	No	Maj	No
Rescind	No	Yes	Yes (15)	Yes	(6)	(3)
Take from the Table	No	Yes	No	No	Maj	No
<p>The first 12 motions are listed by precedence. After the chair states a motion, higher-ranking motions are in order and lower-ranking motions are not (except for Amend as shown on the chart and Previous Question).</p> <p>* - Refer to <i>Robert's Rules of Order Newly Revised</i> for rule(s)</p> <p>(1) Chair decides or answers. Normally no vote is taken.</p> <p>(2) Only made by a member who voted on the prevailing side and is subject to time limits.</p> <p>(3) Only the negative vote may be reconsidered.</p> <p>(4) Only the affirmative vote may be reconsidered.</p> <p>(5) Debatable when applied to a debatable motion.</p> <p>(6) Majority with notice, or two-thirds without notice or majority of entire membership.</p> <p>(7) Majority or tie vote sustains the chair.</p> <p>(8) None of these motions (except Reconsider) is in order when business is pending.</p> <p>(9) Majority vote required for Ordinary Standing Rules. Two-Thirds votes for Rules of Order.</p> <p>(10) Must be proposed before debate has begun or a subsidiary motion is stated by the chair (applied to original main motions).</p> <p>(11) The incidental motions have no precedence (rank). They are in order when the need arises.</p> <p>(12) The maker of a motion may withdraw it without permission of the assembly before the motion is stated by the chair.</p> <p>(13) On demand of a single member, the chair must take a rising but not necessarily a counted vote.</p> <p>(14) Upon a call by a single member, the orders of the day must be enforced.</p> <p>(15) May go into the merits of the question which is the subject of the underlying action.</p>						

APPENDIX B - Parliamentary Procedure Etiquette

General Parliamentary Procedure Terms

This is a quick guide for common parliamentary abilities and the appropriate wording to use.

Sincerely, The 2023-2024 State Officers
Term Name

How to Use: When to use the ability.

Instructions: *These are in italics.*

How to word your statement is in green.

Ex: **Example** of ability.

Main Motions

How to Use: Use main motions when you have an idea and want the delegate body to discuss it.

Instructions: *Stand & raise your hand to get recognition from the chair.*

Delegate: "Mr./Madam Chair."

Chair: "Yes."

You will state your motion.

Delegate: "I move to/that _____."

Ex: "I move that we host an annual canned food drive at State Convention."

Amendments

How to Use: Use amendments when you like the motion, but want to change a specific part.

IMPORTANT TO KNOW:

Remember that when voting on the **amendment**, you are **NOT** voting on accepting the main motion. You are only voting on accepting the **specific changes** that are being made to the main motion. If the amendment **passes**, you will then begin discussing the newly amended motion. If the amendment **fails**, you will then continue discussing the motion as it was without the amendment.

Instructions: *Stand & raise your hand to get recognition from the chair.*

Delegate: "Mr./Madam Chair."

Chair: "Yes."

State what you would like to change.

Delegate: "I move to amend the motion by _____ (adding, striking out, or substituting the words _____) so that the motion would read _____."

Ex: "I move to amend the motion by striking out the words 'State Convention' and inserting the words 'State Leadership Conference,' so that the motion would read, 'I move that we host an annual canned food drive at State Convention.'"

Previous Question

How to Use: Use when you want to stop discussion and proceed to voting on the motion/amendment at hand.

IMPORTANT TO KNOW:

This requires a **majority** vote in **favor** from the delegate body.

Remember, when moving the previous question, you are NOT voting on the motion. You are simply deciding whether or not to continue discussing it.

Vote **in favor** of the previous question if you want discussion to stop. Vote **against** the previous question if you want discussion to continue.

If the previous question passes, you will then proceed to voting on the **motion**. Then, you will pass or fail the **motion**.

Instructions: *Stand & raise your hand to get recognition from the chair.*

Delegate: "Mr./Madam Chair."

Chair: "Yes."

Delegate: "I move the previous question."

Flow of a Motion

1. A delegate gets recognition from the chair.
2. The delegate makes a motion.
3. Another delegate seconds the motion.
4. The chair states the motion.
5. Delegates get recognition from the chair to discuss the motion.
6. The motion is voted on by the delegate body.
7. The chair announces the results of the vote.
8. Repeat the process for new business.