



## NEW JERSEY FFA ASSOCIATION

New Jersey Department of Agriculture  
Office of Agricultural Education  
369 South Warren Street  
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Dear 2017 State FFA Convention Delegates:

Congratulations on being chosen as a delegate for the 88th New Jersey State FFA Convention! The role of a delegate is essential to the success of convention. During your time as a delegate, you will be responsible for making decisions that will not only impact your chapter but all of New Jersey's more than 2,400 members from 37 chapters statewide. Your role at convention is to not only contribute to the delegate process but also to showcase your leadership skills and enthusiasm for the FFA. As a delegate you serve as a role model for other members. Whether delegates are dancing in front of the stage at the beginning of sessions, pumping up members with excitement for sessions, or standing and cheering for awesome speakers or FFA members, state convention delegates serve as the heart and soul of the convention with some of the best seats in the house. Your enthusiasm and excitement is what will make this year's convention a success! I ask that you help me show the members how fun and exciting the New Jersey FFA State Convention can truly be.

The materials that are included in this packet will aide in your understanding of the delegate process, so I ask you to review them and discuss them with your advisor. In doing so you will be more informed and better able to make sound decisions at convention. You should also review the rules of parliamentary procedure. This will be crucial to your understanding of what occurs during the business sessions at convention. A summary of the motions has been enclosed for your reference.

**Please find the following items in your delegate packet. Bring this material to the delegate meeting on Wednesday, May 24 at 6:00 pm in Pollak Theatre. See you then!**

### 2017 State Convention Delegate Checklist

- Introductory Delegate letter
- Schedule for Delegates
- Chapter Committee Assignments
- Amendments #1-6
- Additional Proposals
- Useful Information for Delegate Business Session
- Summary of Motions

#### Also Bring:

- Notebook
- Pens and Pencils
- FFA Manual
- Calendar to mark important dates

Please review the enclosed material carefully. We encourage you to bring discussion to the delegate business meeting during the convention. If you have any questions, contact Mrs. Erin Noble, State FFA Specialist, at 877-243-3332 or myself at [myranda.bond12@gmail.com](mailto:myranda.bond12@gmail.com). The 2016-2017 New Jersey State FFA Officers look forward to your attendance and participation!

Sincerely,

Myranda Bond  
2016-17 New Jersey State FFA President

## 2017 DELEGATE SCHEDULE

### Wednesday, May 24, 2017

**Nominating Committee:** 1:00 pm – Pollak Theatre Room 139

**Delegates arrive:** 1:00 pm – Registration

**Dinner:** 5:00 to 5:45 pm – Anacon A/B

**Delegate Orientation:** 6:00 pm – Pollak Theatre, Auditorium

**First Session:** (Delegates in seats at 7:15 pm)  
7:30 pm – Pollak Theatre, Auditorium  
Keynote Speaker: Steven Brockshus  
Blue Jackets Bright Futures Presentation  
FFA Scholarship Presentations

### Thursday, May 25, 2017

**Second Session:** (Delegates in seats at 8:15 am)  
8:30 am – Pollak Theatre, Auditorium

**Committee Meetings:** 10:00 am

- **Constitution, Bylaws and POA**  
Myranda Bond, State FFA President  
Location: TBA
- **CDE Review and Evaluation**  
Josh Loew, State FFA Sentinel  
Location: TBA
- **Membership and Chapter Relations**  
Renee Stillwell, State FFA Secretary  
Location: TBA
- **State Leadership Activities**  
Kelsey Stockton, State FFA Parliamentarian  
Location: TBA
- **State Convention Evaluation**  
Morgan Rutar, State FFA Vice President  
Location: TBA
- **State FFA Applications**  
Jeremy Posluszny, State FFA Treasurer  
Location: TBA
- **Hort Expo Review and Evaluation**  
Zuri Richmond, State FFA Reporter  
Location: TBA

- Delegate Business Session\***      **1:00 pm** – Pollak Theatre, Auditorium including Committee Reports
- Third Session:**                      **2:30 pm** – Pollak Theatre, Auditorium Convention Event Awards
- CDE Awards Ceremony & Talent Review**                      **4:30 pm** – Pollak Theatre, Auditorium Career Development Event Awards
- Fourth Session:**                      **(Delegates in seats at 7:15 pm)**  
**7:30 pm** – Pollak Theatre, Auditorium  
 Keynote Address: Valerie Earley, National FFA Central Region Vice President  
 NJ FFA Association Annual Report  
 Honorary Garden State FFA Degree Ceremony
- \*Delegate Business Session**      This session will be conducted if needed following the Fourth Convention Session

**Friday, May 26, 2017**

- Fifth Session:**                      **(Delegates in seats at 8:15 am)**  
**8:30 am** – Pollak Theatre  
 Chapter Evaluation Awards  
 Distinguished Service Awards  
 State Proficiency Award Presentations  
 Garden State Degree Ceremony  
 Nominating Committee Report  
 Installation of 2017-2018 State FFA Officers

## Committee Assignments

<b>Chapter</b>	<b>Region</b>	<b>Delegate #1</b>	<b>Delegate #2</b>
Allentown	Central	B	D
Bankbridge Regional	Southern	F	G
BCIT- West Vet	Central	D	F
Belvidere	Northern	E	F
Bergen County Academies	Northern	E	F
Bergen Tech Paramus	Northern	A	E
Biotechnology High School	Central	E	F
Buena Regional	Southern	E	G
Camden Pennsauken	Southern	D	F
Camden Tech East	Southern	A	G
Cape May County Tech	Southern	B	E
Cumberland Regional	Southern	B	F
Delsea Regional	Southern	A	G
Essex County VTS Agriscience	Northern	A	E
Freehold	Central	C	D
Hackettstown	Northern	C	G
Hunterdon County PolyTech	Northern	A	F
MCTS Sypek Center	Central	A	G
Middlesex East Brunswick	Central	A	C
Middlesex Piscataway	Central	D	F
Monmouth County	Central	B	G
Newton	Northern	B	D
North Warren	Northern	F	G
Northern Burlington	Central	B	G
Northern Burlington Middle	Central	C	E
Ocean County	Southern	A	E
Pemberton Township	Central	A	F
Penns Grove	Southern	B	C
Phillipsburg	Northern	C	D
Salem Co. V.T.	Southern	B	C
Somerset	Northern	B	D
South Hunterdon	Northern	B	C
South Hunterdon Middle	Northern	E	G
Sussex County	Northern	B	D
Union County	Northern	A	G
Warren Hills	Northern	C	D
Woodstown	Southern	C	D

### KEY TO COMMITTEES:

- A. Constitution, Bylaws and Program of Activities
- B. Career Development Event Review and Evaluation
- C. State Applications
- D. State Leadership Activities
- E. State Convention Evaluation
- F. Membership and Chapter Relations
- G. Horticultural Exposition Review and Evaluation

**2017 Proposed Amendments  
for the Constitution of the New Jersey FFA Association, Inc.**

**Submitted by the New Jersey FFA Association**

**AMENDMENT #1: Clarify Anti-Discriminatory Statement**

**Constitution: Article IV. Membership**

**CURRENT:**

**Section B.**

Membership shall not be denied to any student of an agricultural education/ program because of race, sex, creed, disability, or national origin.

**PROPOSED:**

Strike out, "Membership shall not be denied to any student of an agricultural education/ program because of race, sex, creed, disability, or national origin." From Section B and insert, "*Membership shall not be unlawfully denied to any student of an agricultural education program based on that person's race, creed, color, religious affiliation, sex, national origin, disability, veteran status, sexual orientation, gender identity or expression, or socioeconomic status.*" so that Article IV., Section B. reads:

**Section B.**

Membership shall not be unlawfully denied to any student of an agricultural education program based on that person's race, creed, color, religious affiliation, sex, national origin, disability, veteran status, sexual orientation, gender identity or expression, or socioeconomic status.

**RATIONALE FOR AMENDMENT:**

Inserting this statement inspires a more inclusive environment for our members and ensures that our constitution aligns with the New Jersey Law against Discrimination and national anti-discrimination laws.

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

**2017 Proposed Amendments  
for the By-Laws of the New Jersey FFA Association, Inc.**

**Submitted by the New Jersey FFA Association**

**AMENDMENT #2: Modify Minimum Qualifications to Retain Charter**

**By-laws: Article I. Organization of Local Chapters, Section C.**

**CURRENT:**

**Section C.**

A chapter to remain chartered with the State Association must submit evidence each year by May 1st that it has met the following minimum qualifications:

1. Submit a Program Affiliation contract by September 30 and its payment by January 31.
2. Complete chapter roster on Ag Career Network by November 1.
3. Elect officers and send a list of their names and addresses to the State FFA Association Office by October 1.
4. Submit an updated program of activities to the State FFA Association Office by December 1.
5. Have sent two delegates to the previous State convention.
6. Participate in at least five State/National events:
  - (a) Career Development Events
  - (b) Leadership Training Seminars
  - (c) State and National Chapter Awards

**PROPOSED:**

Insert, "7. Submit an updated local FFA chapter constitution to the State FFA Association Office by December 1." so that Article I, Section C of the by-laws reads:

**Section C.**

A chapter to remain chartered with the State Association must submit evidence each year by May 1st that it has met the following minimum qualifications:

1. Submit a Program Affiliation contract by September 30 and its payment by January 31.
2. Complete chapter roster on Ag Career Network by November 1.
3. Elect officers and send a list of their names and addresses to the State FFA Association Office by October 1.
4. Submit an updated program of activities to the State FFA Association Office by December 1.
5. Have sent two delegates to the previous State convention.
6. Participate in at least five State/National events:
  - (a) Career Development Events
  - (b) Leadership Training Seminars
  - (c) State and National Chapter Awards
7. Submit an updated local FFA chapter constitution to the State FFA Office by December 1.

**RATIONALE FOR AMENDMENT:**

In the National FFA Organization's Constitution under Article 4, Section B, it states that chapters are considered in good standing if "Provisions of the chapter constitution do not conflict with the State or National FFA Constitutions and chapter activities are in harmony with the ideals and purposes of the National FFA Organization." This implies that each chapter should have a constitution that models after the state association and national organization and outlines what structure their business transactions are governed under. Similarly to submitting the chapter's Program of Activities each year, chapters will need to renew their constitution yearly and submit to the state association by a given deadline.

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

**2017 Proposed Amendments  
for the By-Laws of the New Jersey FFA Association, Inc.**

**Submitted by the New Jersey FFA Association**

**AMENDMENT #3: Reorganize the Responsibilities of State FFA Officers**

**By-laws: Article III. State Officers, Section H**

**CURRENT:**

Section H. The Duties of the Treasurer, Reporter, Sentinel, Parliamentarian and the Executive Committee

1. Encourage and attend Regional FFA Activities working closely with the NJAAE Representatives.
2. Promote communication and cooperative activities between chapters.
3. Provide information concerning state association activities to all chapters.
4. Duties of Treasurer.
  - (a) Make report of the financial situation at all state meetings.
  - (b) Serve as a liaison between State FFA Staff and the State FFA Executive Board concerning the state FFA budgets.
  - (c) Help prepare the audit of all financial records.
5. Duties of Reporter.
  - (a) Prepare news releases for State FFA events.
  - (b) Prepare newsletters and other forms of communication to chapters, officers, and advisors.
  - (c) Encourage chapters to have an active public relations program.
  - (d) Serve as photographer and recorder for State FFA Activities.
6. Duties of Sentinel.
  - (a) Have official paraphernalia present and properly positioned at all meetings.
  - (b) Arrange all meeting rooms for the best comfort and efficiency of the meeting.
7. Duties of Parliamentarian.
  - (a) Provide parliamentary advice at all meetings, conferences, and the state convention.
  - (b) Give parliamentary procedure demonstrations at Leadership Training Conferences and state meetings.
  - (c) Assist Secretary in correspondence and communications.
8. Duties of Executive Committee
  - (a) Attend all meetings, conferences, conventions and career development events.
  - (b) Share wisdom, advice and ideas to the State Officers in a respectful manner.
  - (c) Serve on standing committees to ensure that the purpose will remain authentic.
  - (d) Handle the "Back Stage" work during conferences.
  - (e) Choose members of the Nominating Committee.
  - (f) Implement and execute the Nominating Committee process of State Officers, during the State Convention.
  - (g) All Executive Committee Members shall receive a stipend for mileage used by their personal vehicle for attending State FFA Activities.

**PROPOSED:**

Strike out all of *Section H. The Duties of the Treasurer, Reporter, Sentinel, Parliamentarian and the Executive Committee* and strike out all of *Section I. Duties of All Officers,*

1. And insert, "*Section H. The Duties of the FFA Treasurer The treasurer shall (a) Make reports of the financial situation at all state meetings. (b) Serve as a liaison between State FFA Staff and the State Executive Board concerning the state FFA budgets. (c) Help prepare the audit of all financial materials and records.*"

2. And insert, “*Section I. Duties of the FFA Reporter The reporter shall (a) Prepare news releases for state FFA events. (b) Prepare newsletters and other forms of communication to chapters, officers, and advisors. (c) Encourage chapters to have an active public relations program. (d) Serve as photographer and recorder for state FFA activities.*”
3. And insert, “*Section J. Duties of the FFA Sentinel The sentinel shall (a) Have official paraphernalia present and properly positioned at all meetings. (b) Arrange all meeting rooms for the best comfort and efficiency of the meeting.*”
4. And insert, “*Section K. Duties of the FFA Parliamentarian The parliamentarian shall (a) Provide parliamentary advice at all meetings, conferences, and the State FFA Convention. (b) Give parliamentary procedure demonstrations at Leadership Training Conferences and state meetings. (c) Assist the Secretary and Reporter in correspondence and communications.*”
5. And insert, “*Section L. Duties of the Executive Committee Chair The duties of the Executive Committee Chair shall be (a) Implement and execute the Nominating Committee process of State Officers, during the State FFA Convention. (b) Choose members of the Nominating Committee process for the State Officer Selection Process. (c) Handle the evaluation of the Member of the Month Applications and present the applicants at each monthly State Executive Board meeting. (d) Oversees the Executive Committee report at each monthly State Executive Board meeting.*”
6. And insert, “*Section M. Duties of the Executive Committee The duties of the Executive Committee shall be (a) Attend all meetings, conferences, conventions and career development events. (b) Share wisdom, advice and ideas to the State FFA Officers in a respectful manner. (c) Serve on standing committees to ensure that the purpose will remain authentic. (d) Handle the behind-the-scenes work during conferences. (e) Receive a stipend for mileage used by their personal vehicle for attending state FFA activities.*”
7. And insert, “*Section N. Duties of All Officers All State FFA Officers will abide by the duties and responsibilities outlined in the ‘APPLICATION FOR A STATE OFFICE IN NEW JERSEY FFA ASSOCIATION, INC.’ form, along with the ‘CODE OF ETHICS’ prescribed by the National FFA Organization and the State FFA Officer team. All State FFA Officers shall (a) Encourage and attend regional FFA activities, working closely with the NJAAE representatives. (b) Promote communication and cooperative activities between chapters. (c) Provide information concerning state association activities to all chapters.*” in Article III of the Bylaws.

**Reasoning:** Updating the section of the bylaws that focuses on State FFA Officer responsibilities brings uniformity to the constitution, as well as clarifies the responsibilities expected to be carried out by all State FFA Officers. The previous version of Sections E through I broke the president, vice-president and secretary into individual sections for responsibilities of those offices, but grouped the responsibilities of the treasurer, reporter, sentinel, parliamentarian and the executive committee into one section by itself. Having five areas of responsibilities is confusing to follow and does not present a uniform look.

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

**2017 Proposed Amendments  
for the Constitution & By-Laws of the National FFA Organization**

**Submitted by the National FFA Board of Directors and the 2015-2016 National FFA Officers**

**AMENDMENT #4:**

**Subject:** Removing Collegiate FFA Membership Type

**Motion:** Move to amend the National FFA Constitution by:

Striking all of **Article III. Section D.** from the constitution.

~~Collegiate chapters may be chartered by the state association in two or four year postsecondary institutions where agricultural courses are taught.~~

~~Each chartered collegiate chapter may adopt a constitution which shall not conflict with that of the national organization or the respective state association. They may also elect officers and establish a Program of Activities.~~

~~Collegiate chapter members shall pay National FFA Organization dues.~~

Modify **Article V. Section A.** by replacing the word “four” with the word “three” and striking the word “collegiate”.

Membership in the National FFA Organization shall be of **four three** kinds:  
active, alumni, ~~collegiate~~ and honorary.

Modify **Article V. Section C.** by striking the word “collegiate” from this section.

Alumni Membership - Membership shall be open to former active members, ~~collegiate~~ and honorary members, present and former professional agricultural educators, parents of FFA members and others interested in and supportive of the FFA.

Striking all of **Article V. Section D.** from the constitution.

~~Collegiate Membership—Collegiate membership shall be open to students who are enrolled in agricultural courses or who are pursuing career objectives in the industry of agriculture or have an interest in the future welfare of the agricultural industry at a two or four year postsecondary institution having a collegiate FFA chapter.~~

Modify **Article VIII. Section E.** by striking the words “Collegiate FFA chapter members and” from this section.

~~Collegiate FFA chapter members and~~ FFA advisors shall be entitled to wear the official gold owl pin.

**Reasoning:** There are currently 42 collegiate FFA chapters with 1000 members identified as collegiate.

Throughout the history of Collegiate FFA, the focus of this membership type has changed. Multiple task forces have sought to provide focus and direction for the continued engagement of FFA members immediately following high school graduation. Our national delegates continue to ask for focus and more engagement opportunities for collegiate members. In 2015, National FFA staff created the FFA Experience Continuum Model to identify the desired outcomes of FFA membership. Those outcomes include:

- Giving through volunteering
- Giving through philanthropy
- Serving as an advocate for agriculture, agricultural education and FFA

Delegates at the 2015 National FFA Convention & Expo formally recommended four resolutions that combined Collegiate FFA into Alumni and increased communications and opportunities for all 18-24-year-old FFA members. National FFA staff worked on the resolutions and focused on how they fit into our current structure and National FFA's 2016 - 2020 strategic plan of engaging our students, supporting our advisors and telling our story.

It became evident that the current collegiate membership structure was confusing. All of this, coupled with a very limited number of collegiate members, a select number of services and resources provided to those members and a much more intentional move by alumni to activate and engage every member into alumni, led to this constitutional proposal.

**Effect:** Removes a constitutional form of membership.

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

**2017 Proposed Amendments  
for the Constitution & By-Laws of the National FFA Organization**

**Submitted by the National FFA Board of Directors and the 2015-2016 National FFA Officers**

**AMENDMENT #5:**

**Subject:** Changing the National FFA Membership Year

**Motion:** Move to change the National FFA membership year referenced in Article XV Dues, Section B by striking "September 1 to August 31" and inserting "August 1 to July 31."

**Proposal would cause the Constitution to read:**

Article XV. Dues, Section B The membership year of the National FFA Organization shall be from ~~September 1 to August 31~~ August 1 to July 31.

**Reasoning:**

- The delegates at the 2016 National FFA Convention recommended the National FFA Board of Directors consider changing the membership year.
- The National FFA membership year was intended to correspond to the school calendars most commonly used throughout the country. Over time, the school year for most school districts has advanced to an earlier date in August. This amendment will align the FFA membership year with the school year in a majority of schools.
- The FFA membership year end will be less likely to overlap into a new school calendar.
- Allows students to enter FFA membership information and provides advisor's access when the school year begins rather than waiting until September 1.
- FFA membership services and dues collection can be started earlier in the school year as students join FFA and advisors begin submitting membership rosters.

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

**2017 Proposed Amendments  
for the Constitution & By-Laws of the National FFA Organization**

**Submitted by the National FFA Board of Directors and the 2015-2016 National FFA Officers**

**AMENDMENT #6:**

**Subject:** Adding the Program Affiliation Fee Option to the Constitution & Bylaws

**Motion:** Move to add the words “program affiliation fee” to the National FFA Constitution and Bylaws in ALL places where dues are referenced. (Each instanced is referenced on the Proposal C attachment.)

**Background:**

A task force was established by the national FFA board of directors in July 2007 to research the possibility of an affiliation option. A pilot affiliation fee program was started for the 2008-09 school year. The national FFA board of directors approved to extend the program affiliation fee pilot option for 2009-2010. In January 2010 the national FFA board of directors approved to offer affiliation fee option to all local programs and state associations.

***August 2009 Minutes Excerpt***

***MOTION:*** Moved by Riley Branch (Jim Barbee) seconded by Hannah Crossen (John Rakestraw) and carried to accept the National Program Affiliation Fee Proposal and implement an additional pilot year for 2009-2010.

***January 27, 2010 Minutes Excerpt***

***MOTION:*** Moved by Chase Rose (Rob Calvin) seconded by Randa Braune (John Rakestraw) and passed to provide all states the opportunity to offer an approved national affiliation fee option to local programs as an alternative to individual student FFA dues.

**Reasoning:**

- Formalizes and makes transparent via the constitution and bylaws that chapters and state associations may choose between submitting FFA membership dues or participating in the program affiliation fee option, provided they have state association approval.

**See Proposal C Attachment for all instances of this wording.**

**STATE FFA EXECUTIVE BOARD RECOMMENDATION:**

The State FFA Executive Board recommends voting in favor of this amendment.

# Proposal C Attachment

## Passage of Proposal C would cause the National FFA Constitutional and Bylaws to read as follows:

### National FFA Constitution:

#### Article IV. Procedures for Determining Standing of State Associations and Chapters

##### **Section A**

A state FFA association shall be in good standing with the National FFA Organization when the following conditions are met:

1. All annual national dues *or program affiliation fees* have been paid to the National FFA Organization or shown by postmark or other reliable evidence to have been mailed to the national FFA treasurer on or before May 15.

##### **Section B**

A chapter shall be in good standing with the state association when the following conditions are met:

1. All annual, state and national dues *or program affiliation fees* have been paid by the date determined by the state association.

#### National FFA Constitution: Article VI. Degrees and Privileges of Active Membership

##### **Section B** (Discovery FFA Degree)

2. Have become a dues paying member *or included in the program affiliation fee* of the FFA at local, state and national levels.

#### National FFA Constitution: Article V. Membership

##### **Section B**

3. Pay all current state and national dues or program affiliation fees by the date determined by the chapter.

#### National FFA Constitution: Article XV. Dues

##### **Section A**

Annual membership dues *and program affiliation fees* of the National FFA Organization shall be established by a majority vote of the delegates at the national convention. In the event the annual national convention is not held and/or the official delegates fail to set dues *and program affiliation fees*, the annual membership dues *and program affiliation fees* of the national organization will remain the same as the previous year. The National FFA Board of Directors shall submit its recommendation concerning dues *and program affiliation fees* to each state association at least 45 days prior to the National FFA Convention.

##### **Section C**

Annual membership dues *and/or program affiliation fees* of a state FFA association shall be established by a majority vote of the delegates present at the state FFA convention.

##### **Section D**

The annual membership dues *and/or program affiliation fees* of a chapter shall be established by a majority vote of the members at a regular chapter meeting.

## BYLAWS: National FFA Bylaws: Article X. Procedure for Issuing Charters to State Associations and Chapters

### **Section C**

The state FFA advisor and/or governing body of a chartered state association shall charter a local chapter when the state requirements have been met and the following have been received by the state association:

1. All current state and national FFA dues *or program affiliation fees*.

## Additional Proposals

### 1. Career Development Event (CDE) & Leadership Development Event (LDE) Fee Increase

**Proposal:** The State FFA Executive Board recommends increasing CDE/LDE fees from \$9 per student to \$11 per student.

**Rational:** Costs associated to conducting CDE/LDEs have increased over time. Costs include, but are not limited to, room rentals, supplies to operate events, insurance, and awards. CDE/LDE fees have not increased in 15+ years.

### 2. Program Affiliation Fee Increase

**Proposal:** The State FFA Executive Board recommends increasing Basic Affiliation by \$25 (all ranges), Blue Affiliation by \$100 (all ranges) and Gold Affiliation by \$75 (all ranges).

**Rational:** Costs associated with program affiliation have increased over time. Program Affiliation Fees have not been increased since its inception in the 2011-2012 school year.



## ***Useful Information for the Delegate Business Session***

### ***The Meaning of “Motion”***

The primary purpose of the delegate business session is for the delegates to make decisions. To begin the process of making any decision, a member offers a proposal by “making a motion.” A **motion** is a formal proposal by a member, in a meeting, that the group take a certain action.

### **How a motion gets before a group**

#### **How to make a main motion**

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State **“I move that . . .”** or **“I move to . . .”** and then clearly describe the proposal. It is important to say precisely what the words of the motion are to be. The group votes on exact language, not a vague idea.

#### **How to second a motion**

Once a member makes a main motion, it must be seconded to be considered by the group. This shows that at least two members want the motion considered. If there is no second, the motion dies and is not put before the group for discussion.

1. Raise your delegate card.
2. Be recognized by the chair.
3. State your name and chapter.
4. State **“I second the motion”** or **“Second”**

#### **Some other motions you may hear in the delegate business session**

##### **Amendments**

Amendments are used to modify the wording, and within limits, the meaning of the motion on the floor. Amendments should say exactly where the change is to be made and precisely what words to use. To make this motion, you would state **“I move to amend the main motion by . . .”** and then you would identify what you want to do. This action can include adding words, striking out words or adding and striking out words. An amendment may not change the original intent of the motion. The vote on the amendment *does not* decide whether the motion will be adopted, only whether the wording in the motion will be changed. After an amendment is adopted, the motion as amended can be further debated. If an amendment is adopted, a vote will be taken on the main motion as amended. Only if the motion as amended passes will the group decide to do what was proposed.

## Previous Question

The adoption of previous question immediately closes debate and also prevents the making of any amendments. It may be made at any time while a debatable amendment is on the floor. Since it limits a member's rights, the motion for previous question requires a two-thirds vote. It is not debatable. The proper wording to close debate and immediately vote on the motion on the floor is to say, **"I move the previous question."** If previous question passes, the main motion will get voted on immediately. If previous question fails, discussion may continue on the main motion before voting on it.

## Division of the House

When you, as a delegate, reasonably doubt the result of a voice vote, you have the right to demand that the vote be re-taken as a counted vote, by calling division of the house. Immediately following the vote and prior to the next action of the chair, you would call out **"Division of the house."** No second is needed and once called the chair proceeds to give directions for a counted vote.

## Voting

### Majority

A **majority vote** is normally required to adopt a motion or to elect office. It is defined as "one more than half of the votes cast by persons legally entitled to vote." The result of a majority vote is decided through a voice vote.

### Two-thirds

A two-thirds vote is required in particular circumstances, most notably to suspend the rules or to limit, extend, or close debate. It is defined as "at least two-thirds of the votes cast by persons legally entitled to vote." Whenever a two-thirds vote is required to pass a motion, the chair will take a standing vote.



## Summary of Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>Privileged Motions</b>					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
<b>Subsidiary Motions</b>					
Lay on the table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motions</b>					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>Motions That Bring a Question Again Before the Assembly</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - 2/3 vote, standing rules - majority vote

(3) Refer to *Robert's Rules of Order* Newly Revised (10th edition) for rule(s)

(4) Refer to CDE rule #9 before using these motions in the demonstration

The parliamentary procedure career development event committee developed information on the chart by using *Robert's Rules of Order*.

For more information on parliamentary procedure, see the *FFA Student Handbook*, which contains a complete chapter on the subject.

Even more detail on the subject is available in parliamentary procedure books such as *Robert's Rules of Order*.