



MISSOURI
STATE ASSOCIATION

**Regional Officer/ Adviser
HANDBOOK**

Revised 2017

TABLE OF CONTENTS

Introduction	3
Purposes of Organizing by Regions	4
What Makes a Good Leader	5
Elections Don't Make a Leader	6
Qualities of a Good Regional Officer	7
Responsibilities of All Regional Executive Council Members and Advisers	8
Individual Officer Responsibilities	9-12
Suggestions for Making the Most of Regional Activities	13
Planning a Meeting	13
How Officers Can Plan a Successful Regional Meeting	14
Sample Regional Officers Planning Meeting Agenda	15
Sample Planning Sheet for a Regional Meeting	16
Sample Committee Report Form	17
Checklist for a Great Meeting	18
Checklist for School Hosting the Meeting	19
Tips for Taking Minutes	20
Sample Treasurer's Budget	21
Basic Vocabulary for Parliamentary Procedure	22-25
Suggested Regional Bylaws	26
Contact Information	27
Online Resources	28

INTRODUCTION

CONGRATULATIONS on becoming a regional officer! You have taken an important step toward being a strong leader in your family, career and community. As a regional officer, you will have many opportunities to make new friends, plan and participate in regional activities, turn your interests and concerns into action, earn recognition, make a difference in lives of other Family, Career and Community Leaders of America members, and have fun!

Leadership training is a primary focus of Family, Career and Community Leaders of America. As FCCLA members take responsibility for planning, implementing and evaluating chapter projects and activities, they develop skills needed for the world of work. Developing leadership skills means bringing out each person's best qualities.

Leadership is reaching out and sharing personal skills and resources with others. It's learning to work together — to give and take. It's making a decision or taking a stand and being responsible for the outcome. It's knowing when to lead and when to follow. It's gaining experience balancing family, school, career and community responsibilities.

On the regional level, shared leadership is the process through which regional officers hold joint responsibility for regional success. It involves the use of group decision-making, teamwork and democratic processes and helps students develop initiative, creativity and maturity. Shared leadership is a common practice in successful U.S. businesses, and Family, Career and Community Leaders of America experiences can give you an edge in the career world.

Being a regional officer is a big responsibility. It involves many hours of time and takes an unlimited amount of dedication and perseverance. It requires that you set your priorities and adhere to them.

A great FCCLA member and regional officer is one who is: enthusiastic, knowledgeable about Family, Career and Community Leaders of America, energetic, innovative, futuristic, cooperative, hardworking, friendly, responsible and committed to the organization. Make it your goal to be a great officer!

YOU, as a regional officer, are a key link between the state association and the local chapters. You will gather leadership training during your term as an officer. **PASS IT ON!**

This handbook is designed to help you become familiar with your role and with Family, Career and Community Leaders of America on the regional and state level, so that you may make the most of your term as a regional officer.

PURPOSES OF ORGANIZING BY REGIONS

The Missouri Association of Family, Career and Community Leaders of America includes 14 regions each with local chapters within the region. The purpose of the regional level is to provide meetings that will offer training and an understanding of the total FCCLA organization. Each region holds a fall meeting during which leadership training sessions are held.

Regional officers are elected to provide leadership for the region, plan and carry out the regional meeting and to help the chapters within the region. The procedure for their election will vary in accordance with the bylaws of the region.

Regional officers have an opportunity to be involved in Family, Career and Community Leaders of America above the local level. This involvement requires a greater understanding of FCCLA to be able to transfer knowledge of the organization to other members. A regional officer is to be a regional, state, and national affiliated member in good standing on the local level and be willing to take on added responsibility.

The regional president is responsible for coordinating all regional planning meetings and regional business with the assistance of the regional adviser who is the adviser to the regional president. Regional officers are assisted by their advisers who are considered regional advisers. Materials concerning the regional meetings will be sent to each local chapter by the officers and advisers responsible for the regional meeting.

Organizing by regions provides the following benefits for Missouri FCCLA members:

- Develop leadership skills through regional officers.
- Increase leadership opportunities for all chapter members.
- Elect the Regional Executive Council, including the state officer candidate.
- Provide an update from the national and state levels.
- Give recognition to members and advisers beyond the local level.
- Develop a sense of unity among all chapters in the region.
- Encourage greater parent involvement in FCCLA activities.
- Participate in STAR Events.
- Share ideas, make friends, have a new experience, and have fun.

WHAT MAKES A GOOD LEADER?

BE WELL-PREPARED	Know that leadership takes work as well as practice.
BE GROUP-MINDED	Regard yourself as a part of the group. Say “we” instead of “I”; don’t try to run the crowd.
LIKE PEOPLE	Be understanding and friendly.
BE POISED	Don’t let irritations bother you.
HAVE HUMILITY	Be confident, but not cocky. Don’t be afraid to reveal that you don’t know everything.
BE A HARD WORKER	Don’t ask anyone to do something that you would not be willing to do yourself.
BE RESPONSIBLE	Live up to your work and duties.
BE COOPERATIVE	Know how to work with others and enjoy working with them.
BE A FUN-LOVER	Enjoy life — the simple things as well as the big.
HAVE VISION	Help the persons in your group to learn and grow through the activities.
BE CLEAR	Be able to express yourself effectively.
BE PROUD	Be proud of what you do. Take pride in being a leader, but earn it.
BE NEAT	Always be neat in dress and personal appearance.
BE COURTEOUS	The words “please” and “thank you” pay dividends. Use them often.
THINK AHEAD	Know members’ opinions and be ready to meet changing situations.
SET GOALS	Make them high, but be sure to reach them.
TAKE ADVICE	But do your own thinking.
GET THE FACTS	Analyze them before you draw conclusions.
DO YOUR BEST	At all times. Plan to make the most effective use of your time.

ELECTIONS DON'T MAKE A LEADER

Even though you have been elected as a regional officer, you may soon discover that simply being “plunked” into a leadership position doesn't make you a leader. It only gives you the obligation to lead!

Experience is the leader's teacher. Learning from big successes, and yes, sometimes even big mistakes are the first step to leading yourself. To lead others wisely and effectively, you must:

- Have a broad knowledge of Family, Career and Community Leaders of America.
- Understand yourself; know your capabilities, strengths and weaknesses.
- Gain others' respect by being respectful of them.
- Take time to give honest praise to fellow workers.
- Realize that, as a leader, you must let others share responsibilities.
- Be sensitive to the individual and recognize individual differences.
- Be well-prepared, creative and use initiative.
- Demonstrate an appropriate sense of humor to relieve tension in a serious meeting.
- Make decisions based on the welfare and consideration of the majority of the persons involved and not just on your own personal opinions.
- Believe in the FCCLA organization and have a sincere desire to serve as a “team member” in accomplishing the purposes of the organization.

Leadership is not over-controlling and dominating a group, but rather, it is achieving results through the combined efforts of others.

QUALITIES OF A GOOD REGIONAL OFFICER

Interest – A good regional officer is sincerely interested and concerned with the success and advancement of FCCLA and its members. Effective regional officers are interested in the improvement of the organization as a part of the total family and consumer sciences education program in the local communities.

Desire – A strong desire to promote and strengthen the Family, Career and Community Leaders of America program is symbolic of an outstanding regional officer. It takes more than interest to get the job done. Planning, organizing and carrying out activities which are successful, requires that regional officers accept responsibility and become involved in the performance of the task.

Knowledge – Informed regional officers are more valuable to the state, region and chapters. An understanding of all FCCLA activities and their relationship to the family and consumer sciences education program is basic information which all regional officers should know.

Ability to Import Information – The ability to speak to, inform and inspire FCCLA members and adults is an important quality of a regional officer.

Willing to Accept Responsibility – Each regional officer must carry their load of responsibilities. Every responsibility is an opportunity for you to serve FCCLA and improve yourself.

Qualities of Leadership – The ability to work with FCCLA members and adults and progress efficiently toward desirable outcomes is essential for a regional officer. You are expected to think clearly and be resourceful.

Maturity – You are expected to act at all times as good-will agents of Family, Career and Community Leaders of America. For 365 days you are passing in review as a regional officer.

Mannerism – Good regional officers learn good manners and put them to practice.

Good Personal Appearance – The first impression is often times the lasting impression. Regional officers are neatly dressed and well groomed. Wear your official dress when on official business.

Avoid Gossiping – If regional officers can't find something to nice say, it's best to say nothing at all.

Professionalism- Officers are expected to portray a positive and professional image of themselves and the organization in-person and online.

RESPONSIBILITIES OF ALL REGIONAL EXECUTIVE COUNCIL MEMBERS AND ADVISERS

- Attend all regional meetings.
- Participate in planning regional meetings.
- Report on planning meetings to local chapter.
- Become acquainted with other officers in your region and state executive council members.
- Submit chapter/regional news to *Teen Times* on a regular basis.
- Keep a notebook with appropriate records and pass it on to your successor.
- Know your FCCLA facts and creed.
- Serve as a member of your chapter executive council.
- Work with chapter members in assuming responsibility for participation in the regional meeting.
- Be neat in your dress and appearance at all regional meetings.
- Be courteous and sincere.

THE REGIONAL EXECUTIVE COUNCIL WILL:

1. Determine policies and procedures;
2. Determine what business shall be brought before the regional meetings;
3. Make plans for the regional meeting;
4. Plan the year's budget and approve disbursement of regional funds;
5. Provide leadership training activities for the regional members; and
6. Conduct other necessary business.

The Regional Executive Council has the authority over the region, subject to such regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

The Regional Executive Council shall be composed of elected regional officers and the state officer from the region. Chapters that do not have a regional officer should have one representative to council meetings (not to vote but to be aware of and to participate in discussions as appropriate).

The regional officers are (titles may vary by region):

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Reporter
6. Parliamentarian
7. Others deemed necessary by the regional association

INDIVIDUAL OFFICER RESPONSIBILITIES

These guidelines are general in nature; each region determines actual duties of the regional officers.

Regional President

- Works with the executive council and adviser to develop an agenda for each meeting.
- Presides at regional and executive council meetings using the adviser- approved agenda and basic parliamentary procedure. Starts meetings on time and keeps them moving.
- Sees that necessary committees and subcommittees are formed and committee chairs are selected. May serve as an ex-officio member on committees.
- Knows the responsibilities of all officers and committee chairs and keeps them informed of all regional business.
- Represents the region at special events state, and national meetings.
- Appoints the committees in consultation with the regional adviser and serves as ex-officio member of the committees.
- The regional president is required to State Leadership Conference and State Fall Leadership Conference and encouraged to attend National Leadership Conference.
- Keep informed and current, read carefully and thoroughly all mailings from the state office. File the mailings for future reference.
- Be familiar with regional, state, and national bylaws.
- **Keep the state office informed; be sure to send a copy of the regional dates, bylaws and updated directory to the state adviser by September 1st.**
- **Prior** to December 1 send all communications regarding regional meetings and screenings to every school in your region. Addresses may be obtained from the State Adviser. Be sure to communicate regional activities in advance so that local chapters have plenty of time to make plans. **After December 1 communications may be sent to only chapters affiliated at the regional, state, and national levels.**
- Overseeing that the parliamentarian chairs a bylaws committee as necessary to keep the regional bylaws up-to-date with the state and national bylaws, as well as reviews bylaws of new chapters.
- Schedule the regional screening and elections meeting **after** December 1 and **before** February 1. Set a deadline of at least two weeks prior to the screening and election date for qualifications of officer candidates to be submitted to the regional adviser.
- Carefully and thoroughly review officer qualification forms to be sure that candidates are members of affiliated chapters (a list of chapters affiliated at the state and national levels will be sent to the regional adviser after December 1) and meet all the regulations and qualifications listed on the officer qualification forms. **THE REGIONAL ADVISER IS ACCOUNTABLE FOR ALLOWING ONLY QUALIFIED OFFICER CANDIDATES TO PARTICIPATE IN SCREENING AND ELECTIONS.**
- Be responsible for each affiliated chapter having the number of voting delegates at the screening and elections meeting as specified in the state bylaws.
- Make ballots for voting delegates and select a committee to count ballots.
- Remind the Regional Executive Council Members and Regional Adviser that their duties begin and end with regional installations.

Regional Vice President

- Assumes the duties of the president in the president's absence.
- Assists the president as needed.
- Promotes Power of One
- Works with the regional executive council to help plan regional programs and activities that meet the interests and needs of regional members and the association.
- Assists with Regional/District STAR Events and State STAR Events, and other duties as determined by the region.
- Vice Presidents and advisers in charge of STAR Events should print the *STAR Events Manual* and the *STAR Events Management Manual*.
- Be familiar with regional, state, and national guidelines concerning STAR Events and Power of One. Prepare to present workshops on these programs if needed.
- Determine the host institution for regional/district STAR Events. Cooperate with the host institution and advisers from the region to determine the most satisfactory date for regional/district STAR Events. Set an alternate date in case of inclement weather. Establish appropriate STAR Events entry fees.
- As early as possible, announce the date, entry fees, general time schedule and postmark deadlines for regional/district STAR Events. This shall be communicated to ALL schools in the region/district which have family and consumer sciences programs, regardless of the status of FCCLA in those programs. Doing this early in the year and to all programs in your region may promote the affiliation of a new chapter!
- Following the deadline for receiving entry forms, the host institution will acknowledge, the receipt of the entry forms and time schedule for STAR Events.
- Check eligibility of STAR Events participants/chapters by comparing and reviewing chapter affiliation forms and regional affiliation information. Only chapters affiliated by the state affiliation and payment deadline for STAR Events (December 1) will be allowed to participate in STAR Events. The online system will only allow those who are eligible to register for competition.
- Work with the host institution and regional chapters to secure consultants and evaluators for STAR Events; to determine registration procedures, hospitality, news releases, STAR Events management, and recognition procedures. Follow procedures outlined in the *STAR Events Management Manual*.
- After STAR Events, complete the STAR Events summary "import" file of your region's state participants and send to the state office. This Excel "import" file will be sent by e-mail in January.
- Forward the STAR Events summary sheet of those qualifying for State STAR Events to the state office, **as soon as possible**, following regional/district STAR Events. **All Summary Sheets should be emailed to the state no later than February 1, the regional STAR Event system should reflect accurate scores. INFORMATION REGARDING REGIONAL/DISTRICT STAR EVENTS WILL BE SENT EACH YEAR. CONTACT THE STATE OFFICE WITH SPECIFIC QUESTIONS.**

Regional Secretary

- Keeps accurate and complete minutes of all regional and executive council meetings and activities.
- Makes minutes and other regional resources (committee lists, activity calendars, bylaws, etc.) available to the membership by reading, posting, or circulating as determined by the regional bylaws.
- Keeps attendance at regional and executive council meetings. Keeps a current list of affiliated chapters.
- Reminds president of any unfinished business prior to the next meeting.
- Counts and records votes.
- Handles official correspondence, including thank you notes when appropriate.
- Regional secretaries are to keep minutes of all meetings on file. If a question arises, members can refer back to the minutes for accurate information. **(Copies of all correspondence and minutes are to be made available to the state adviser upon request.)**

Regional Treasurer

- Keeps an accurate record of all regional income noting date received, source, and amount. Distribute receipts.
- Keeps an accurate record of receipts for all money paid out, to whom it was paid, and the amount.
- Prepares and presents a Treasurer's Report for each planning or business meeting.
- Presents a year-end financial statement to the region, and may offer recommendations for the coming year
- Works to manage regional funds.
- All disbursements are to be approved by the executive council of the region and payments authorized by the regional adviser. **(A financial statement is to be made available to the state adviser upon request.)**

Regional Reporter

- Promotes regional activities
- Publicizes meetings and events, may write news releases for local chapters to use when attending regional events, and keeps the state and national offices information of regional activities.
- Assist in updating permanent records of the regional association.
- Work with the regional executive council to develop a public relations plan to obtain additional publicity for local chapters participating in regional activities.
- If a regional newsletter is produced, make sure it is of quality and promotes the organization in the best possible light.
- Pass along regional activities and accomplishments to the state and national offices, including submitting articles to *Teen Times*.
- Be prepared to lead workshops on public relations techniques. Become familiar with the "Guide to Promoting FCCLA." Information can be found at the national FCCLA website www.fcclainc.org.
- Encourage all chapters within your region to submit articles to *Teen Times* and to copy the state office, so that they can be eligible for the "Show Me Missouri in *Teen Times*" recognition at the annual State Leadership Conference.

Regional Parliamentarian

- Chairs the regional bylaws committee
- Rules on points in question concerning parliamentary procedures during business meetings.
- Reviews bylaws of new chapters to ensure they are in compliance with regional, state and national bylaws.
- Know the rules of simple parliamentary procedure, helps keeps meetings running smoothly, and works to keep the bylaws of the region up-to-date with state and national bylaws. There may be times when formality and parliamentary procedure can be useful to a meeting. For example, officially voting on bylaw changes makes it possible to record the decisions for future use. Speaking only when recognized moves business along in an orderly way — especially with a large group.
 - Parliamentary procedure can provide an orderly system for accomplishing business while protecting the rights of members. It can be defined as: The right of the minority, the rule of the majority, partiality to none. The four basic principles of parliamentary law are: Courtesy and justice for all, one item of business at a time, the minority must be heard, the majority must prevail. Whether a region uses formal parliamentary procedure, conducts meetings more informally or both, all officers should be familiar with their region's bylaws and the most commonly used parliamentary terms and procedures. Knowing such procedures can help even an informal meeting run more smoothly.
- Obtain a copy of *Robert's Rules of Order, Newly Revised*.
- Regional parliamentarians may conduct a workshop on successful meetings for other executive council members and local chapters. If assistance in conducting a parliamentary procedure workshop is needed, contact someone familiar with parliamentary procedure. Chapter advisers and members who are familiar with the Parliamentary Procedure STAR Event may be a good resource.
- When working with revisions of regional bylaws, please contact the state office with any questions. Check to see that you have the most recent copy of the state and national bylaws. Send a copy of all revised bylaws to the state office when they have been approved by the voting delegates.

The duties of the other officers are to be determined by the regional association.

SUGGESTIONS FOR MAKING THE MOST OF REGIONAL ACTIVITIES

- Start programs on time. Choose a suitable place for all meetings. Plan programs around an objective, but remember members have broad interests. Give several types of sessions or programs to choose from.
- Use the planning process for planning activities. Think of creative ways to brainstorm and carry out the steps of the planning process.
- Get input from everyone in the region. Suggestions are meant for helping.
- Use plan sheets. Plan every detail.
- Plan the most appropriate dates and times for the meetings. Announce and get the dates on the calendar as early as possible.
- Use resources. Resources include- regional officers, state executive council members, state adviser, *Teen Times*, your community, Alumni & Associates and advisers.
- Send all dates for meetings to the state office as soon as possible, no later than August 1st.
- Provide each chapter with the information as early as possible.
- Use a variety of means for public relations! Let the public know about FCCLA!
- Have a positive attitude. Be aware “Everyone produces something ... good, trouble, excuses.”
- Be willing to work. “Unless a man undertakes more than he can possibly do, he will never do all that he can.”

PLANNING A MEETING

Each meeting should have a purpose and be designed to fulfill it. Planning and participation from all regional officers and/or chapter representatives is the key ingredient to a successful meeting. Members need the opportunity to ask questions, give opinions, participate in some way and have fun, too.

Use the checklist and sample meeting agenda found in this handbook to assist in planning meetings.

Points to remember to have a well-planned meeting:

- Have a purpose related to the regional goals.
- Are planned to fit the allotted time.
- Give members an opportunity to participate.
- Have variety; use numerous available resources.
- Make decisions based on the welfare and consideration of the majority, not just one's personal opinions.
- People can be divided into three groups: those who make things happen, those who watch things happen, and those who wonder what happened.

HOW OFFICERS CAN PLAN A SUCCESSFUL REGIONAL MEETING

FCCLA meetings have been happening for many years. Some have been an excellent and outstanding event for every member who attended; others have been boring, unorganized, and total failures. The following questions can help you plan a successful meeting:

- What is the real purpose of the meeting?
- What do you remember about meetings that you have attended?
- What do you want people to remember about your meeting?
- How can you make sure FCCLA members really get acquainted with each other?
- What business activities do you need to present?
- What is going to be educational about your meeting?
- What are you going to do in the program that will cause motivational thought and inspiration?
- What activities will be planned just for fun?
- What leadership opportunities will there be? For how many people?
- How do you plan to include all members?

THE DATE AND PLACE OF OFFICER WORKSHOPS AND FALL REGIONAL MEETING SHOULD BE DECIDED AT THE SPRING PLANNING MEETING AND MADE AVAILABLE TO CHAPTERS.

SAMPLE REGIONAL OFFICERS PLANNING MEETING AGENDA

Date _____ Time _____ a.m./p.m. Location _____

Presiding _____ Leadership Position _____

Type of Session: Regular Work Executive Special

GET-ACQUAINTED MIXER AND REFRESHMENTS

OPENING CEREMONY

DETERMINATION OF QUORUM/ATTENDANCE: Roll Call Sign In

MINUTES: Read Distribute Copies Omit

TREASURER'S REPORT

OTHER OFFICER REPORTS

COMMITTEE REPORTS:

Person scheduled to report:

1. _____

2. _____

3. _____

UNFINISHED BUSINESS

1. Evaluation of last regional meeting

2. _____

3. _____

NEW BUSINESS

1. Plan fall officer workshop and regional meeting

2. STAR Events

3. Regional Screening

ANNOUNCEMENTS

CLOSING CEREMONY

ADJOURNMENT

SAMPLE PLANNING SHEET FOR A REGIONAL MEETING

Date of Meeting _____ Meeting Time _____

Host School _____

Theme _____

<u>ACTIVITY TO BE PLANNED</u>	<u>OFFICER IN CHARGE</u>
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Opening Ceremony

Presentation of Colors

Introduction of Officers

Introduction of Theme

Roll Call

Speaker

Workshop(s)

STAR Events

Reports on State Leadership Conference and National Leadership Conference

Awards/Recognition

Relaxers/energizers/thought for the day

Announcements

Complete Evaluation Form

Closing Ceremony

Adjournment

Other

SAMPLE FCCLA COMMITTEE REPORT FORM

Committee _____ Date _____

Committee Members Present:

Purpose of Committee Meeting:

Recommended Action:

Member(s) Responsible:

Comments:

Respectfully submitted by _____, Chair.

CHECKLIST FOR A GREAT MEETING

This is a handy checklist to go over just before your planning meeting begins, ends and again just before the regional meeting begins.

The meeting:

- Is well planned and organized
- Involves all chapters and as many members as possible
- Host school knows their responsibilities
- Has a comfortable motivating atmosphere
- Has a central theme
- Involves parents, school administrators and teacher educators
- Has all tools for effective communication (microphone, podium, audiovisual equipment)
- Displays the American flag
- Displays the FCCLA emblem or banner
- Refreshments or food
- Registration area
- Nametags
- Programs
- Each regional officer is prepared (gavel, notebooks, reports, awards, speeches and remarks written out)
- Appropriate dress announced
- Letter of information sent to all affiliated chapters
- Letter of invitation to all non-affiliated schools (including special guests)
- Last-minute check with all program participants
- Will be fun

CHECKLIST FOR SCHOOL HOSTING THE MEETING

- Secure building and rooms for date and times of meeting well in advance.
- Involve administrators' cooperation.
- Communicate with regional president for last-minute details.
- Have available AV equipment, podium, microphone, and take care of all physical facilities.
- Organize welcome committee to serve as greeters and welcome delegates, advisers, guests and program participants.
- Provide directional signs in the building.
- Be sure a map to the school is included in information letter.
- Have an adult serve as stage consultant.
- Have a custodian handy for minor emergencies.
- Organize a committee or guides to assist chapters as they arrive with materials needed to be arranged.
- Organize a clean-up committee.
- Send special thank you notes to those in your community and school who assisted you with the meeting.

TIPS FOR TAKING MINUTES

1. Identify the presiding officer, program participants and those presenting special reports.
2. Use headings and a separate paragraph for each item of business.
3. State the issue, note major points discussed and the conclusion for items involving major discussion. Be concise and to the point.
4. Include all main motions adopted or rejected.
5. Include name of person making motion (name of person seconding motion need not be included). A motion card may be used (see example).
6. Include vote count for very important or controversial motions.
7. Write minutes in the third party.
8. Attach committee reports to the minutes. It isn't necessary to take notes on reports, only on acceptance, rejection, or changes.
9. Make corrections or additions to the minutes with red ink directly on the original minutes.
10. Use only one side of the paper and number each page.

SAMPLE TREASURER'S BUDGET

Estimated Regional Budget from _____ to _____
(month/year) (month/year)

INCOME:

Carry over from previous year	\$ _____
Dues _____ members @ \$ _____ each	\$ _____
Registration fees	
Officer Training Workshop: _____ members @ \$ _____ each	\$ _____
Regional Meeting: _____ members @ \$ _____ each	\$ _____
STAR Events Entry Fees: _____ @ \$ _____ each	\$ _____
Contributions	\$ _____
Other	\$ _____
TOTAL INCOME	\$ _____

EXPENSES:

Certificates/Awards	\$ _____
STAR Events (medals, plaques, etc.)	\$ _____
Speakers:	
Officers Workshop	\$ _____
Regional Meeting	\$ _____
Regional Banquet	\$ _____
Meal arrangements/refreshments	\$ _____
Carryover to next year	\$ _____
Other	\$ _____
TOTAL EXPENSES	\$ _____

BALANCE: \$ _____

(Your projected expenses should equal projected income so your balance should be zero.)

A budget is helpful to succeeding treasurers to:

- Know how much money is in the treasury.
- Know whether to increase dues, registration or contributions.

BASIC VOCABULARY FOR PARLIAMENTARY PROCEDURE

1. **Acclamation** – an oral, or voice, vote
2. **Affirmative** – “for” or “yes” vote
3. **Adjourn** – to end the meeting
4. **Agenda** – order of business for the meeting
5. **Amendment** – a change in or addition to the main motion; amendments can also be amended once
6. **Chair, Chairman, Chairperson** – person presiding at a meeting
7. **Debate** – discussion for or against the motion
8. **Division (or Division of the Assembly)** – when a member disagrees with a voice vote and calls for a counted vote; does not require a second
9. **Gavel** – a tool for calling the meeting to order
10. **General (or Unanimous Consent)** – if there are no objections, passing a motion without debate or vote
11. **Majority** – over half of the votes cast; sometimes called simple majority, which is 50 percent plus one (1)
12. **Methods of Voting** – voice votes: aye and no, general consent; roll call: raising hand or standing; ballot: secret ballot, usually written or recorded by voting machine
13. **Minority** – the smaller number; less than 50 percent
14. **Minutes** – written record of a meeting
15. **Main Motion** – an idea brought before the group for consideration; should be stated “I move that ...” or “I move to ...”; must be acted on
16. **Parliamentarian** – one who has knowledge of parliamentary procedure and is skilled in its practice
17. **Pending** – has not been voted on; is still “on the floor”
18. **Plurality** – a larger vote than for any other candidate but not more than half the total votes cast; never elects unless a special rule has been made to that effect
19. **Point of Information** – to ask for clarification
20. **Point of Order** – to correct a breach of order or error in procedure
21. **Postpone** – puts off a motion until some future time
22. **Previous Question** – a call to end discussion and vote on the motion; a second is required
23. **Putting the Question** – when chair takes vote for and against a motion and announces the results
24. **Quorum** – minimum number of members that must be present to conduct the business of the meeting; usually a simple majority unless specified in the bylaws
25. **Second** – means another member supports the motion
26. **Stating the Question** – chair restates the exact motion after the second and indicates it is open for debate

Main Motion

Use the following procedure: The member rises and addresses the chair. When recognized, the member begins the motion with these words: "I move that ..." or, "I move to ..." **Never, under any circumstances, say, "I make a motion ..."**

Following the motion, a second is needed to make sure at least one more member is interested. Members should say, "I second the motion" or "Second." If no one seconds the motion, the chair will say, "The motion dies for lack of a second." If a second is secured, the chair repeats the motion and informs the members as to what action is needed. For example, if the motion is debatable, the chair will call for discussion.

No member may present another main motion or discuss another item of business while the first main motion is on the floor. When there is no further discussion, the chair calls for the vote, first repeating the motion to avoid misunderstanding. Members typically respond by either voice or standing votes. The chair announces whether the motion is carried or defeated. The completion of this item of business is signified by one tap of the gavel.

Amending the Main Motion

There are three common ways to present amendments:

1. – to insert or add
2. – to strike out
3. – to strike out and insert or substitute

After an amendment has been offered, it requires a second. It is permissible to offer an amendment to an amendment. Amendments are used to modify a motion, not to change its entire meaning. If you wish to change the motion completely, then vote against it.

Division of the Assembly

Sometimes the vote is very close and the chair must declare which way the voters decided. To clarify the vote, members may call for a division of the house. Members should say "division" or "I call for a division."

The chair should say, "A division of the house has been called. All in favor of the motion please stand. All those opposed, please stand. The motion is ... (passed/defeated) by a vote of ___ to ___." If the vote is tied, then the presiding officer may cast the deciding vote. If the presiding officer declines to vote, the motion fails.

Postpone Definitely

A vote can be postponed to a specific time if it is felt members are not ready to vote on it. "I move to postpone action on this motion until our next regular meeting." If seconded and carried, this motion must appear in its original form under unfinished business at the next meeting.

Postpone Indefinitely

A motion can be effectively killed by postponing indefinitely. "I move to postpone action on this motion." If seconded and carried, it would require a motion to reconsider to bring it up again. Usually this does not happen.

Lay or Take from the Table

To lay a motion on the table often accomplishes much the same thing as a motion to postpone indefinitely. The major difference is that this motion is not debatable and, once tabled, requires a motion to take from the table at the same meeting or next regular meeting or it ceases to exist. Say, "I move to lay this motion on the table." or "I move to take from the table the motion to ..., tabled at our previous meeting."

Refer to Committee

Sometimes you may wish for more information before making a final decision. The motion to refer to committee would serve this purpose. "I move to refer this motion to a special committee of three, appointed by the chair, with the charge to report at our next meeting." When the committee reports, then this motion is again before the chapter in its original form.

Previous Question

If the discussion is taking too long, a member may wish to say, "I move the previous question." This motion requires a second, is neither debatable nor amendable and, since it limits the rights of the members, calls for a two-thirds majority vote. If carried, the debate is ended and the original motion must be voted on at once.

Limit Debate

Members may choose to limit either the amount of time allowed or the number of speakers during discussion. "I move to limit debate on this motion to an additional five minutes" or "I move to limit debate to one more speaker on each side of the motion." This motion is not debatable and requires a second and a two-thirds vote.

Point of Order

If the rules of the assembly are being violated, a member may rise to a point of order. The member states, "I rise to a point of order." The chair responds, "State your point of order." The member then states the rule being violated, such as, "Discussion is not in order since this motion has not received a second." The chair responds "Your point is well taken" and then state the correction to the rule.

Parliamentary Inquiry

This is used to request clarification on the correct usage of parliamentary procedure during the meeting.

Point of Information

If a question is related to the business at hand but not related to parliamentary procedure, members may rise to a point of information. This would be to ask questions, such as how much money is in the treasury. Say, "I rise to a point of information." The chair will then ask you to state your point.

Withdrawing a Motion

Up to the time the chair states the motion; it can be modified or withdrawn without a second or a vote, by the person making the motion. Rise and say, "I withdraw this motion." The chair then states that the motion is withdrawn. If the motion has already been stated, the member may withdraw his or her own motion, but it must be seconded. A majority vote is required to withdraw a motion that has been stated by the chair.

Suspending the Rules

It may become necessary to make a temporary change in the agenda of the meeting. A member may request that the rules be suspended. This motion is not debatable but needs a second and requires a two-thirds vote.

Move to Reconsider

Members at times wish to change a previous action. In the same meeting or next meeting, members may move to reconsider, providing that they voted on the winning side of the motion in question. If the motion to reconsider carries, the original motion is back on the floor for further discussion, if debatable, and for another vote.

Move to Adjourn

This motion is always in order except when a speaker has the floor; when a vote is being taken; after it has just been voted down; or when the assembly is in the midst of some business that cannot be abruptly stopped.

SUGGESTED REGIONAL BYLAWS

I. Name and Purposes

A. Name

The name of this region of Family, Career and Community Leaders of America Inc. shall be _____.

B. Purpose

The purposes of this chapter shall be the same as those of the national organization.

II. Membership

A. Active membership.

Any student who is taking, or has taken a course in family and consumer sciences and/or family and consumer sciences related occupations through grade 12 and has paid all applicable local, state, and national dues shall be an active member.

B. Alumni & Associates membership.

Former members of Family, Career and Community Leaders of America, Inc., Future Homemakers of America and New Homemakers of America and other adult supporters may become state nationally affiliated Alumni & Associates members.

III. Meetings

IV. Officers

A. Officers

B. Duties

C. Term of Office

D. Vacancies

V. Elections

VI. Committees

A. Committees

1. Standing

2. Special

B. Responsibilities

VII. Finances

A. State and National Dues

B. Regional Dues

C. Budget

VIII. Amendments

IX. Parliamentary Authority

The rules found in *Roberts Rules of Order, Newly Revised*, will govern the business meetings of the region where appropriate.

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Branded supplies: Supplies and uniform vendors of FCCLA branded apparel and advertising specialty items are available on the National FCCLA website at:
<https://fccla.mybrightsites.com/>

ONLINE RESOURCES

National FCCLA Website

www.fcclainc.org

Chapter Adviser Section
Cluster Meeting Information
Governance Section
Membership Information
National Outreach Project Information
National Program Award Applications
National Scholarship Award Applications
National Leadership Conference Information
National STAR Events Information and Manual
National STAR Events Resources and Lesson Plans
Online Shopping—publications, supplies, uniforms, etc.
Program Spotlight and Information
Press Releases and Media Information
Youth Leaders Section

Missouri State Website

www.mofccla.org

Missouri Affiliation Instructions
Missouri Alumni & Associates Information
Calendar of Events
Regional/State Election Information, including officer qualification forms
Study Questions for Regional Elections
Fact and History Section
Form Download Section
Missouri Member Handbook
Missouri State Bylaws
Missouri Regional Officer Handbook
Missouri STAR Events Information
LifeSmarts Information (Missouri FCCLA coordinates the Missouri LifeSmarts program)
Fall Leadership Conference Forms
State Leadership Conference Forms
National Leadership Conference Forms
Legislative Shadowing Application
Missouri FCCLA Scholarship Forms
Master Adviser and Adviser Mentor Information and Forms
Excellence in Advising Award Form
Adviser Years of Service Award Form
Distinguished Service and Honorary Membership Forms
Outstanding School Administrator Form
Listing of Regional Officers and Schools