

Guidelines for Regional Presidents and Advisers

Regional Presidents work with their executive council and regional advisers to develop an agenda for each meeting. He/she presides at meetings, uses basic parliamentary procedure, and helps the group make decisions but ***does not*** make decisions for the group. The president sees that necessary committees and subcommittees are formed and that committee chairs are selected. The president may serve as an ex-officio member on committees. He/she knows the duties of all officers and committee chairs, starts meetings on time, and confers frequently with regional advisers on plans. The president may represent the region at special events. Specific guidelines to follow include:

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. Be particularly familiar with the sections of the *State Bylaws, Revised 2017*, regarding regional business.

To keep the state office informed, updated bylaws a list of all regional dates and updates to the regional directory (as needed) must be sent to the state office no later than September 30th of each year. Minutes, regional correspondence, agendas, programs, roll call results, and other records should be maintained and made available to the state upon request.

Prior to December 20 send all communications regarding regional meetings and screenings to **every** school in your region. Addresses may be obtained from the *Missouri School Directory*, which may be found at www.dese.mo.gov. Be sure to send communications in advance of regional activities so that local chapters have plenty of time to make plans. **After December 20 communications may be sent to only chapters affiliated at the regional, state, and national levels.**

Be responsible for seeing 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 20 and **before** February 1.

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 20) 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 *State Bylaws, Revised 2017*.

Make ballots for voting delegates and select a committee to count ballots.

Officer qualification forms should be reproduced for voting delegates, the reproductions should be quality ones. All personal information including phone numbers, address, etc., should be blacked out before copying.

By **February 1** or date designated by the state adviser, submit the completed Regional Directory.

Remind the Regional Executive Council Members and Regional Adviser that their duties begin and end with regional installations.