

WASHINGTON
FFA ASSOCIATION

Convention Delegate Handbook

93rd Washington FFA
Convention & Expo

May 11-13, 2023



Contents:

Letter From State Officers.....	3
Introduction to Coordinators and Parliamentarian.....	4
Basic Parliamentary Procedure.....	5-6
Expectations of Delegates	7
Delegate Convention Schedule.....	8
Delegate Structure.....	9
Break Down of Committees.....	10
Delegate Issue One.....	11
Delegate Issue Two.....	12
Delegate Issue Three.....	13
Delegate Issue Four.....	16
Notes Pages.....	17

Letter from the 2022-2023 Washington FFA State Officers:

Dear Washington State FFA Delegates;

We want to thank you for your willingness to serve as a Washington FFA Delegate. Your role as a Delegate of the Washington FFA Association State Convention is important. You represent the interests of agricultural students and FFA members within the state association, you are their voice.

This process gives members the opportunity to direct the work of the organization. It is of the utmost importance to have dedicated delegates that maintain focus and the best interests of the state throughout the delegate process. Washington FFA wants to combine member's experiences and perspectives from around the state to maximize the potential of the delegate process.

This Delegate Handbook works to provide you with the tools necessary to become a successful Delegate. We have worked to include relevant documents, templates and information. Please bring this handbook with you to all delegate meetings and sessions.

What are we asking from you?

First and foremost, we State Officers want you to engage and learn from this process. The role of a delegate is to digest and discuss key issues brought to state convention submitted by different chapters, the current State Officer team and The Washington FFA Association Board of Directors.

Remember to absorb information presented with an open mind, and adequately analyze the best options/possibilities for the state association throughout your time of service. After discussion and negotiation, issues will be voted on and presented at the Delegate Business Session, and passed on to the Washington State FFA Association Board of Directors for further action.

Again, thank you for your time and cooperation throughout this process. If you have questions at any time, please feel free to ask a state officer or have your advisor to contact the delegate coordinators.

We look forward to helping Washington FFA grow!

Sincerely,

The 2022-2023 Washington FFA State Officer Team



Introduction to Coordinators and Parliamentarian:

Dear Washington State FFA Delegates;

Our names are Hannah Ruth Pettyjohn, Alissa Whitaker and Faith Cheff. First of foremost we want to thank you for serving as a 2023 Washington State FFA Delegates. Your role is vital in the workings of our association, and we are excited to work with you.

Your Coordinators:

Hannah Ruth and Alissa will be serving as your delegate coordinators. We are both Past State Officers from the Washington FFA Association and are honored to be traveling back to the 93rd Washington FFA State Convention and Expo. We believe wholeheartedly in this process. The week of convention we will be your go-to person with any questions or concerns. We will keep in contact with your advisors as we continue preparing and during the week of convention.

If you have any questions or concerns leading up to convention, please have your advisors send those our way.

They can contact us at-

Hannah Ruth Pettyjohn: hpettyj5@gmail.com

Alissa Whitaker: awhit1206@gmail.com

Your Parliamentarian:

Faith Cheff will serve as the parliamentarian for the 2023 Delegate Business Session. I am originally from Kalispell, Montana and am an accredited parliamentarian from my time in FFA. I am excited to work with you all and ensure that your business runs efficiently and effectively in regard to parliamentary law.

Again, we thank you for your service to the Washington FFA Association and look forward to working with you all.

Sincerely,

Hannah Ruth Pettyjohn, Alissa Whitaker, and Faith Cheff



Basic Parliamentary Procedure:

***Below are the permissible motions we find likely to be used in this process. These are not all of the motions that can be used. We will be referring to the 12th Edition of Roberts Rule of Order for this process.**

Privileged Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Interrupt	Example Statement
Adjourn	Yes	No	No	Majority	No	"I move to adjourn"
Recess	Yes	No	Yes	Majority	No	"I move to recess for..., to..."
Question of Privilege	No	No	No	Chair Grants	Yes, Depending on urgency	"Question of privilege"

Subsidiary Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Interrupt	Example Statement
Previous Question	Yes	No	No	2/3	No	"I move previous question"
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	No	"I move to limit/extend the debate to... debates per person"
Amend	Yes	Yes	Yes	Majority	No	"I move to amend this motion by..."
Postpone Indefinitely	Yes	Yes	No	Majority	No	"I move to postpone this motion indefinitely"
Main Motion	Yes	Yes	Yes	Majority	No	"I move..."

Incidental Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Interrupt	Example Statement
Appeal	Yes	Yes	No	Majority	Yes	"I appeal the decision of the chair!"
Division of the Assembly	No	No	No	No vote, Demand	Yes	"Division"
Division of a question	Yes	No	Yes	Majority	No	"I move to divide this question by..."
Objection to the Consideration of a Question	No	No	No	2/3	Yes	"I object to the consideration of the question"
Parliamentary Inquiry	No	No	No	Chair Answers	Yes	"Parliamentary inquiry"
Point of Order	No	No	No	Normally no vote, Chair Rules	Yes	"Point of order"
Point of Information	No	No	No	No vote, Chair Directs	Yes	"Point of Information"
Withdraw a motion	No	No	No	Majority	Yes	"I move to withdraw the motion"

Expectations of Delegates:

- 1. Spend time preparing for duties prior to convention**
- 2. Do not lose handbook or pin and bring them to all delegate events**
- 3. Be timely to committee, business, and general convention sessions**
- 4. Be seated in the delegate box during all convention sessions**
- 5. Be dressed in full officials at all delegate events**
- 6. Come to delegate events prepared with paper, a writing utensil, a positive attitude and prepared to discuss outlined topics**
- 7. In all doings perform with the utmost professionalism and leadership**
- 8. Be a voice for all Washington FFA Members**
- 9. Be encouraging, inviting and inclusive of all members during convention**
- 10. Take pride in work done during convention**
- 11. Be present physically and mentally at all delegate events**
- 12. Cellphones are not permitted**
- 13. Inform coordinators prior to absence if absence is necessary**
- 14. Take responsibility seriously**
- 15. Communicate effectively and efficiently in the transaction of business**

Delegate Convention Schedule:

Thursday, May 11th

- 8:30am~ Delegate Opening Session
- 9:00am-12:00pm~ Committee Work Session
- 12:00-1:00pm~ Recess for Lunch
- 1:00-4:00pm~ Committee Work Session
- 5:30pm~ First General Session

Friday, May 12th

- 8:30am~ Delegate Meeting
- 9:00am- 12:00pm~ Committee Work Session
- 12:30-3:00pm~ Delegate Business Session***
- 5:30pm~ Second General Session
- 9:30pm~ Optional Delegate/Top Ten Panel****

Saturday, May 13th

- 10:30am~ Third General Session*****
- 5:30pm~ Fourth General Session

*Delegate Opening/Committee/Business Sessions, and Meetings will be in RL-Lions Den

**General Sessions will be held in Toyota Center, Delegate Seating will be in low center bleachers

***If business is not concluded during allotted time, the delegate body will reconvene AFTER the second general session

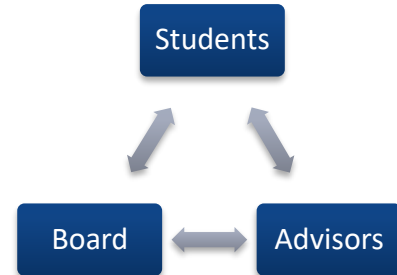
****Optional Delegate/Top Ten Panel will be held TRCC Great Hall Room B

*****Delegates must be checked in and seated in the delegate box prior to session start. A chapter delegate must have attended the Delegate Business Session in order to vote

Delegate Structure:

How a Proposed Change Becomes Approved:

Proposed changes to the Associations Constitution, Bylaws, Policies and Rules can originate from multiple sectors of the Association.



Chapters: Issues submitted by chapters will go through the Student Delegate Process at State Convention and then sent to the Advisors for review before heading to the Board of Directors for review and possible.

Advisors: Issues submitted by Advisors will go to the students Delegate Process at State Convention and then sent to the Board of Directors for review and possible action.

Board of Directors: While the Board may take actions without seeking input from either the advisors or students, the Board of Directors common practice does send issues originating from them or the Advisors to the students for consideration.

Delegates Role in Meetings and Conventions Constitutionally (Article IX):

Section B: At the state convention, an official delegate assembly will convene. This delegate body will consist of one official delegate from each chapter in good standing. A quorum shall exist at state convention when a simple majority of the official delegates registered at the convention are present. Business items shall only be considered when approved by a delegate committee, or by a two-thirds vote of the delegate body.

Section C: The President of the Board of Washington FFA State Officers shall appoint delegates to committees annually. All committees will bring through resolutions, their recommendations to the delegate body for consideration.

Section D: Official Delegates shall consider the following annually: approval of previous year minutes, the Association finance report provided by the State Advisor, the state POA developed by the seated Board of Washington FFA State Officers.

Section E: Business items approved by the delegate assembly shall be submitted by the Board of Washington FFA State Officers to the Washington FFA Board of Directors for final approval.

Break Down of Committees:

Committee Responsibilities:

As outlined in the Washington FFA Association Constitution and Bylaws delegates will be assigned to committees by the Washington FFA State President. Delegates will know their assigned committees prior to their first committee work session.

For the 2023 Delegate Process there will be four committees. Each committee will be reviewing and bringing forward recommendations for an issue that was submitted prior to the convention. Their recommendations will go before the delegate body as a whole during the delegate business session.

The committees are to elect a committee chair and a committee secretary. The elected chair and secretary will serve in their respective roles during the committee sessions and represent the committee during the business session. They will also represent their committee during the third general session if their motion is passed through the delegate body.

2023 Delegate Committees:

Inclusivity Committee: This committee will be examining the first issue which was proposed by the Chelan FFA Chapter. You can see the proposed issue on page 11 of this document.

Chapter Dues Committee: This committee will be examining the second issue which was proposed by the Executive Director of the Washington FFA Association. You can see the proposed issue on page 12 of this document.

Secondary Education Programming Committee: This committee will be examining the third issue which was proposed by the Washington FFA State Staff. You can see the proposed issue on page 13 of this document.

State Officer Candidate Social Media Committee: This committee will be examining the fourth issue which was proposed by the Executive Director of the Washington FFA Association. You can see the proposed issue on page 14 of this document.

Delegate Issue One:

TOPIC TITLE: Spanish in FFA

SUBMITTED BY: Chelan FFA Chapter

RECOMMENDATION: By 2030, Washington FFA needs to offer all CDE's, LDE's, and applications in both English and Spanish. All printed contest materials should be in both languages and either bilingual or Spanish speaking judges should be at all events with Spanish speaking students participating.

RATIONALE: For monolingual or bilingual Spanish-speaking students (just as any other student), inclusivity and involvement play a major role in how they thrive. In the US, 62% of agricultural workers speak Spanish, not including H2A or undocumented workers so that number is likely much greater. As most of our Spanish-speaking students have families working in agriculture, it is important that students understand the work and skill that goes into that field and that they can take a leadership role in the industry. How can a student do so if they don't have the privilege to participate in those leadership opportunities? As an organization, how can we raise English speakers into leadership positions and detach Spanish speakers from those opportunities? Because Spanish-speaking students currently do not have access to participate in FFA, not only is FFA losing members, but we are detaching students from leadership in an industry that is already an integral part of their lives.

Delegate Issue Two:

TOPIC TITLE: Chapter Dues Payment Timeline Amendment

SUBMITTED BY: Dany Payne, Executive Director of Washington FFA Association

RECOMMENDATION: It is requested the delegate body of the 93rd Washington FFA Convention & Expo consider the following Amendment to Article III Section C of the Washington FFA Constitution & Bylaws.

Section C: *A local chapter shall be in good standing with the Washington FFA Association when the following general conditions have been met:*

1. *All current state and national dues, as well as the annual Events and Activities fee of \$100.00 have been paid by ~~December 1~~ **January 1** of each year. State and national dues of new members from the spring supplemental roster have been paid by ~~April 1~~ **May 1** of each year. Chapters that fail to meet the deadlines for submission of membership rosters and payment of state and national dues and the Events and Activities fee may incur a \$100 late fee for each infraction, not to exceed \$200 per school year.*

RATIONALE: FFA Chapters are required to submit their Fall Roster by November 1 and March 1 annually. Current Washington FFA process is to approve membership and charge dues and the annual E&A Fee via QuickBooks after these due dates. This gives chapters and schools approximately 30 days to approve and issue payment. By allowing more time, this aligns with most school district processes, allotting 60 days for payment to be received prior to issuing a late fee.

State Staff tracked payment of fall Dues for the 2022-2023 membership year. Payment flowed as follows:

- Date: 12/1/2022
 - Chapters with dues paid - 45%
- Date: 12/16/2022
 - Chapters with dues paid – 68%
- Date: 12/27/2022
 - Chapters with dues paid – 75%

By amending these days, more chapters will likely be on time with payment and charging additional late fees will not be required.

Delegate Issue Three:

TOPIC TITLE: Change Grade Requirements for Membership Eligibility and Programming for Middle School Agricultural Education Students

SUBMITTED BY: Washington FFA State Staff

RECOMMENDATIONS:

1. Delegates of the 93rd Washington FFA Convention and Expo are requested to consider the following amendment to Article IV Section B of the Washington FFA Constitution and Bylaws:

Section B: Student Membership: To be eligible for membership in a chartered FFA chapter, a student must be enrolled in a secondary state approved school-based agricultural education program. ~~Washington FFA Association considers “secondary education programs” to be grades 7-12.~~

2. Delegates of the 93rd Washington FFA Convention and Expo are requested to explore ideas/considerations for the Washington FFA Association Board of Directors to consider around expanding opportunities for younger grade level or middle school students.

RATIONALE:

1. Proposed amendment aligns with that approved at the 95th National FFA Convention & Expo in October 2022 and expands membership opportunities for students who may be enrolled in agricultural education; however, are not able to access the full benefits of school based agricultural education program as FFA membership is only available to students in grades 7-12.
2. Delegates are asked to explore and recommend areas in which FFA programing could be expanded to better include younger grade level or middle school students.

Enclosed:

- National FFA Constitution Amendment Proposal Memo (2022)



NATIONAL
FFA ORGANIZATION

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MEMORANDUM

DATE: March 1, 2022

FROM: James R. Woodard, National FFA Advisor & Board Chair
Cheryl Zimmerman, National FFA Executive Secretary
Buddy Deimler, National FFA Treasurer

TO: All FFA State Associations (Advisors and Executive Secretaries)

CC: National FFA Board of Directors and the National FFA Officers

RE: Proposed Constitutional Amendment for consideration by the Delegates of the 95th National FFA Convention & Expo in Indianapolis, Indiana, October 2022.

Proposed Amendment to the National FFA Constitution and Bylaws

The National FFA Advisor is to submit all proposed constitutional and bylaw amendment(s) to the FFA state associations by March 1. (National FFA Constitution, Article XVII. Amendments) Likewise, as per Article XVII, amendments must be submitted by January 1 for review by the National FFA Board of Directors.

The constitutional provisions have been met and the board is asking the delegates to consider the following constitutional amendment at the 95th National FFA Convention and Expo in October 2022.

ENCLOSURES:

National FFA Board of Directors, 2021-2022 National FFA Officer Proposal:

- Proposal A – Modifications of the National FFA Constitution to expand membership eligibility for middle school agricultural education students.

Questions regarding the constitutional amendment may be directed to James R. Woodard at jrwoodard@ffa.org, Cheryl Zimmerman at czimmerman@ffa.org or Buddy Deimler, National FFA Treasurer at bdeimler@ffa.org.

PROPOSAL A

2022 National FFA Constitutional Amendment

For consideration by the delegates at the 95th National FFA Convention and Expo

NOTE: "An amendment to the National FFA Constitution may be adopted by a two-thirds vote of the official delegates at the national FFA convention." (National FFA Constitution Article XVII. AMENDMENTS - Section B)

Submitted by 2021-2022 National FFA Officers and the National FFA Board of Directors

Subject: Change grade requirements for FFA membership.

Motion: Move to amend the National FFA Constitution: **Article V. Membership, Section B** by striking out, "secondary agricultural education program. State associations may consider "secondary agricultural education programs" to be grades 7-12" and replacing with, "state approved school-based agricultural education program".

Rationale:

- The delegates of the Membership Experience Committee of the 94th National FFA Convention and Expo encouraged the National FFA Board of Directors to examine expanding membership and opportunities for middle school students.
- Currently, there are students enrolled in agricultural education at the 5th and 6th grade level across the nation, however, are not able to access the full benefits of a total school-based agricultural education program, as FFA membership is only available to students in grades 7 – 12.
- Expanding access and alignment with Perkins V funds to support the expansion of Career and Technical Education (CTE) and career exploration in state approved CTE programs.

Effect:

The proposal would cause **Article V. Membership, Section B** of the constitution to read: Student Membership - To be eligible for membership in a chartered FFA chapter, a student must be enrolled in a **state approved school-based agricultural education program**~~secondary agricultural education program. State associations may consider "secondary agricultural education programs" to be grades 7-12.~~

Delegate Issue Four:

TOPIC TITLE: Social Media Screening of Potential Washington FFA State Officer Candidates

SUBMITTED BY: Dany Payne, Executive Director of Washington FFA Association

RECOMMENDATION: It is requested the delegate body of the 93rd Washington FFA Convention & Expo consider the addition of a social media review to be conducted by a third party prior to potential state officer candidates participating in the state officer election process.

If approved, this would be added to Article VII, Section D of the Washington FFA Constitution & Bylaws.

RATIONALE: Washington FFA Officers are high-profile representatives of the Washington FFA Association. The influence of social media has grown immensely over the past decade. Both personal and professional brands are maintained through social media, and ones' conduct on various platforms is crucial information to their ability to positively influence the lives of students and other stakeholders.

Whereas Washington FFA Officers are given access to all Washington FFA Social Media account, this check provides the opportunity to discover major concerns with a candidate's social media conduct prior to the beginning of the process.

Should this recommendation be approved, all candidates would consent to a social media review to their participation in the election process.

Similarly, to National FFA and numerous other state FFA Associations, Washington FFA would look to contract with a third-party company, CrimCheck, to conduct social media screenings and background checks. Once a candidate completes their state office application, their name, e-mail address, and phone number will be provided to CrimCheck. From here, the company sends an authorization link to the candidate. This link collects the necessary information for the screening process and provides each candidate with all legal paperwork, consent forms, and notices.

HOW WILL THESE REPORTS BE REVIEWED? CAN AN INDIVIDUAL BE DISQUALIFIED?

These reports will be reviewed by Washington FFA Staff members to identify any major concerns. Major concerns may include, but are not limited to, the following:

- Professional misconduct
- Discriminatory behavior
- Illegal behavior
- Violent behavior
- Sexual behavior
- Inappropriate behavior

If it is believed that the report contains concerning material and that the candidate violated the FFA Code of Ethics or acted in a manner unacceptable of a Washington FFA State Officer, the report will be escalated to be reviewed by the Washington FFA Board of Directors. These individuals will review the concerning material. The Association Board of Directors and Executive Director may deem the candidate ineligible.

