



National FFA Organization

Premiere Leadership
Personal Growth
Career Success

New Jersey FFA Association · New Jersey Department of Agriculture
Corner of Warren and Market Streets · P.O. Box 330 · Trenton, NJ 08625-0330
1-877-Ag FFA (243-3332) · Fax: (609) 633-2421

April 26, 2011

Dear Chapter Advisor:

It's almost that time of the year again when New Jersey FFA members will converge at Rutgers University, School of Environmental and Biological Sciences for the 82nd New Jersey State FFA Convention. This is a joyous occasion to recognize our members for the successes they have acquired throughout this year. Along with the celebration comes a great responsibility of your chapter to the New Jersey FFA Association. In order to maintain your chapter charter, the New Jersey FFA Association requires you to send two representatives to serve as official delegates during the State Convention. Serving as a leadership delegate is an exciting and great leadership opportunity for two members of your FFA chapter. The delegates representing your chapter should be chosen based on their leadership roles as chapter FFA officers.

The delegate process is an important part of the New Jersey FFA State Convention. To ensure that this process is a success, I ask that you please distribute this packet to the two official delegates from your FFA Chapter. Please make sure to discuss the information provided with your FFA chapter members. It is very important that they have an understanding of the material. The business conducted by the 82nd New Jersey FFA Convention delegates will impact New Jersey's 1,810 members for the next year and years to come.

Serving as a delegate is an honor, and like many honors, is accompanied by great responsibility. Delegates must have strong leadership qualities and enthusiasm. They are your FFA chapter representation and must be dedicated to bringing your chapter's voice to the decision making process. Our association relies on these individuals to continue the success of New Jersey FFA. These members will serve as role models to those in attendance at the state convention.

If you have any questions, please feel free to contact Mrs. Erin Noble, State FFA Specialist, at 877-243-3332. If you have not notified the State Office of the names of your delegates, please do so immediately. The 2010-2011 New Jersey FFA State Officer Team looks forward to seeing your chapter at the 82nd New Jersey FFA State Convention as we strive to "Be Bold with Blue and Gold."

Sincerely,

Eric Nelson
2010-11 New Jersey State FFA President
New Jersey FFA - "Be Bold with Blue and Gold."



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Dear 2011 State FFA Convention Delegates:

Congratulations on being chosen as a delegate for the 82nd 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 1,810 members from 34 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 on 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 Tuesday, May 24 at 6:00 pm in Hickman Hall, Room 138. See you then!

2011 State Convention Delegate Checklist

- _____ **Introductory Delegate letter**
- _____ **Schedule for Delegates**
- _____ **Chapter Committee Assignments**
- _____ **Proposed Affiliation Fee**
- _____ **Affiliation Fee Packet**
- _____ **Constitutional amendments (3) for consideration at National Convention**
- _____ **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 ejn415@yahoo.com. The 2010-2011 New Jersey State FFA Officers look forward to your attendance and participation!

Sincerely,

Eric Nelson
2010-11 New Jersey State FFA President

2011 DELEGATE SCHEDULE

Tuesday, May 24, 2011

- Nominating Comm:** 1:00 pm - Hickman Hall, Room 117
- Delegates arrive:** 2:00 pm - Registration – Lippincott Residence Hall
- Dinner:** 5:00 to 5:45 pm - Neilson Dining Hall
- Delegate Orientation:** 6:00 pm - Hickman Hall, Room 138
- First Session:** (Delegates in seats at 7:15 pm)
7:30 pm - Hickman Hall, Room 138
Keynote Speaker: Andrea Lohr
FFA Scholarship Presentations

Wednesday, May 25, 2011

- Second Session:** (Delegates in seats at 8:15 am)
8:30 am - Hickman Hall, Room 138
- Committee Meetings: 10:00 am**
- **Constitution, Bylaws and POA**
Hickman Hall, Room 127, Eric Nelson, State FFA President
 - **CDE Review and Evaluation**
Hickman Hall, Room 129, Rachel Layton, State FFA Treasurer
 - **Membership and Chapter Relations**
Hickman Hall, Room 130, Julianne Robinson, State FFA Parliamentarian
 - **State Leadership Activities**
Hickman Hall, Room 114, Alec McAlarnen, State FFA Secretary
 - **State Convention Evaluation**
Hickman Hall, Room 201, Jessica McCosker, State FFA Reporter
 - **State FFA Applications**
Hickman Hall, 2nd Floor Room 211, Keely Weinberger, State FFA Vice President
 - **Hort Expo Review and Evaluation**
Hickman Hall, Room 115, Jimmie Ferguson, State FFA Sentinel
- Delegate Business Session*** 1:00 pm - Hickman Hall, Room 138
- Third Session:** 2:30 pm - Hickman Hall, Room 138
Convention Event Awards
- CDE Awards Ceremony & Talent Review** 4:30 pm – Hickman Hall, Room 138
Career Development Event Awards
- Fourth Session:** (Delegates in seats at 7:15 pm)

7:30 pm - Hickman Hall, Room 138
Keynote Address: Shannon Norris,
National FFA Western 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

Thursday, May 26, 2011

Fifth Session:

(Delegates in seats at 8:15 am)
8:30 am - Hickman Hall, Room 138
Committee Reports
Chapter Evaluation Awards
Distinguished Service Awards
State Proficiency Award Presentations
Garden State Degree Ceremony
Nominating Committee Report
Installation of 2011-2012 State FFA Officers

Committee Assignments

Chapter	Region	<u>1</u>	<u>2</u>
Allentown	Central	C	D
Bankbridge Regional	Southern	E	G
BCIT- Medford	Central	E	F
BCIT- Westampton	Central	C	G
Belvidere	Northern	B	E
BTHS	Central	E	F
Buena	Southern	C	F
Camden Pennsauken	Southern	E	F
Camden Tech East	Southern	A	F
Cape May County Tech	Southern	D	G
Cumberland Regional	Southern	A	B
Delsea Regional	Southern	F	G
Freehold	Central	C	D
H.O. Sampson Collegiate	Central	A	F
Hackettstown	Northern	B	E
Middlesex East Brunswick	Central	E	F
Middlesex Piscataway	Central	A	C
Monmouth County	Central	D	G
Newton	Northern	B	C
North Warren	Northern	A	E
Northern Burlington	Central	D	G
Northern Burlington Middle	Central	A	B
Ocean County	Central	A	D
Penns Grove	Southern	C	D
Phillipsburg	Northern	A	G
Salem Co. V.T.	Southern	B	D
Somerset	Central	B	F
South Hunterdon	Central	E	F
South Hunterdon Middle	Central	A	G
Sussex County	Northern	A	F
Union County	Northern	E	G
Warren Hills	Northern	B	C
West Essex	Northern	A	B
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

**Description of New Jersey FFA Affiliation Fee Proposal
2011-2012**

Affiliation options for 2010-11 are as follows:

1. **Basic Affiliation**
2. **Blue Supplemental Package**
3. **Gold Supplemental Package**
4. **FFA New Horizons** Magazine Subscription:
1 year (recommended for friends of FFA, school board members, administrators,
school library, local businesses, etc.)..... **\$12.00**

The Executive Board of the New Jersey FFA Association offers the following recommendations:

- Eliminate the current dues structure (state - \$6/member & national - \$7/member).
Require "Basic" affiliation fee structure for all chapters and offer the Blue and Gold Supplemental Packages as an option for interested chapters.

*Additional materials regarding affiliation will be provided.

AMENDMENTS FROM NATIONAL FFA

NATIONAL FFA HEADQUARTERS OPERATIONS
1410 KING STREET, SUITE 400
ALEXANDRIA, VIRGINIA 22314

PHONE: (703) 838-5882 FAX: (703) 838-5888 E-MAIL: sbrown@ffa.org

MEMORANDUM (REVISED)

DATE: February 25, 2011

TO: All FFA Associations (Advisors and Executive Secretaries)

FROM: Steve A. Brown, Interim National FFA Advisor

RE: Constitutional and Bylaws Amendments for the Delegates to the 84th NATIONAL FFA CONVENTION IN INDIANAPOLIS, INDIANA IN OCTOBER 2011

Amendments to the National FFA Constitution and By-Laws

As the interim National FFA Advisor, I am required to submit all constitutional and bylaws amendments to the states by March 1. (Article XVII, Amendments) Likewise, as per Article XVII, amendments must be submitted by January 1 for review by the National FFA Board of Directors at their January meeting.

These provisions have been met and the Board has asked that the delegates consider the following constitutional amendment this October.

ATTACHMENTS:

- Amendment Proposal A – Regarding The Process for Amending the National FFA Constitution and Bylaws
- Amendment Proposal B – Setting of dues if we were unable to hold the National FFA Convention or Delegate were unable to set dues because of natural disasters or health risks.
- Amendment Proposal C – Changes the Organization's fiscal year in the Bylaws

NATIONAL DUES:

The National FFA Board of Directors is to make a recommendation concerning the setting of dues as indicated in the National FFA Constitution Article XV. Dues, Section A. The National FFA Board of Directors shall submit its recommendation concerning dues to each state association at least 45 days prior to the National FFA Convention.

DUES RECOMMENDATION:

The National FFA Board of Directors recommends that National FFA Organization membership dues remain at \$7.00, the same as the previous year.

Questions regarding the constitutional amendments or dues may be directed to me at sbrown@ffa.org

2011 National FFA Constitutional Proposal A

The Process for Amending the National FFA Constitution and Bylaws

Submitted by: New Jersey FFA Association

CURRENT CONSTITUTION

An amendment to the National FFA Constitution may be adopted by a two-thirds vote of the official delegates at the national FFA convention. An amendment to the Bylaws shall require a majority vote of the official delegates at the National FFA Convention.

PROPOSED CONSTITUTION (to read)

An amendment to the National FFA Constitution may be adopted by a two-thirds vote of the official delegates *and ratification by a majority of the state associations with official delegates* at the National FFA Convention. An amendment to the Bylaws shall require a majority vote of the official delegates *and ratification by a majority of the state associations with official delegates* at the National FFA Convention.

MOTION

To amend the vote by which amendments to the Constitution and ByLaws may be amended by inserting "*and ratification by a majority of the state associations with official delegates*" prior to the words "*at the National FFA Convention*" in Article XVII, Section B, of the National FFA Constitution.

RATIONALE

- ◆ This amendment reinforces the value of each state association's needs, while respecting the value of its members. Under the 2010 National Convention Delegate allocation and the current rules, amendments to the bylaws can be made with only 10 state associations voting in favor.
- ◆ This amendment does not change the number of delegates nor the manner in which they are allocated.
- ◆ It is apparent in Public Law 105-225 (formerly PL81-740) and the National FFA Constitution that the rights of the state associations are to be secured. However, the current process places the control of the National Organization in the hands of a minority and does not preserve the right of all state associations to control their own destiny. The current process essentially silences the voice of 42 of our state associations.
- ◆ In respect to constitutional issues, this proposal will set up a model similar to the United States Congress which values the rights of the citizens, but preserves the rights of the states. Regular business items would continue to be treated according to established Parliamentary Law.

EXAMPLE OF PROCESS

- ◆ One additional step would be required before a proposed amendment to the Constitution or Bylaws could be adopted.
- ◆ After the delegate vote was taken, a roll call by states would be conducted, with one official delegate selected by the State Association (presumably the State Association President) casting a vote: 1) to adopt the proposal, 2) to reject the proposal or 3) to abstain. A majority of the State Associations with official delegates seated at the National FFA Convention must vote in favor of adopting the proposal in order for it to be enacted. If the majority of the delegates fail to ratify a proposed amendment, the roll call by state would be unnecessary.

2011 National FFA Constitutional Proposal B

Provision for setting of dues if the National FFA Convention
was not held because of natural disasters or health risks.

Submitted by: National FFA Board of Directors

SUBJECT: National FFA Constitution Dues Amendment

CURRENT CONSTITUTION

Article XV. Dues - Section A

Annual membership dues of the National FFA Organization shall be established by a majority vote of the delegates at the national convention. The National FFA Board of Directors shall submit its recommendation concerning dues to each state association at least 45 days prior to the National FFA Convention.

PROPOSED CONSTITUTION (to read)

Article XV. Dues - Section A

Annual membership dues 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, the annual membership dues of the national organization will remain the same as the previous year.* The National FFA Board of Directors shall submit its recommendation concerning dues to each state association at least 45 days prior to the National FFA Convention.

MOTION:

Move to amend Article XV. Dues - Section A by adding the statement after the first sentence (between convention. and The): *In the event the annual national convention is not held and/or the official delegates fail to set dues, the annual membership dues of the national organization will remain the same as the previous year.*

RATIONALE:

This amendment provides clarity in the event the annual convention is not held or the delegates fail set dues because of unforeseen circumstances such as natural disasters or health risks.

This proposed change provides the means for continued organizational operations due to natural disasters, health quarantines or emergencies that result in the annual convention not to be held. It provides the means for continued organizational operations due to unforeseen circumstances that prevents the delegates at the annual convention from setting dues, due to an interruption, cancellation or non-completion of the business session.

2011 National FFA Bylaws Proposal C

Changing the National FFA Organization Fiscal Year.

Submitted by: National FFA Board of Directors

SUBJECT: National FFA Organization Fiscal Year

CURRENT BYLAWS

Article VII. The Fiscal Year

The fiscal year of the Organization shall be September 1 through August 31 of the next succeeding calendar year.

PROPOSED BYLAWS (to read)

Article VII. The Fiscal Year

The fiscal year of the Organization shall be January 1 through December 31.

(Effective January 1, 2012)

MOTION:

Move to amend Article VII. The Fiscal Year by deleting the statement: "*The fiscal year of the Organization shall be September 1 through August 31 of the next succeeding calendar year.*" and replacing it with the statement: "The fiscal year of the Organization shall be January 1 through December 31."

RATIONALE:

This Bylaws amendment changes the Organizations fiscal year to match the calendar year rather than a school year. Synchronizing the National FFA Organization fiscal year with the National FFA Foundation fiscal year provides for more efficient financial planning and budgeting. The change allows for timelier reporting of financial results, and conforms to the fiscal calendars of most foundation sponsors.

The National FFA Organization student membership year will remain the same, September 1 through August 31 of the next calendar 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
Privileged Motions					
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
Subsidiary Motions					
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
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
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
Motions That Bring a Question Again Before the Assembly					
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*.