



# Delegate Process Policies and Procedures



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## Introduction and Overview

The Louisiana Association of FFA Delegate Process, first piloted in spring 2006 and approved that fall by the Louisiana FFA Executive Committee for future use, is intended to give more ability to individual FFA chapters to create positive change within the association. Through the Delegate Process, chapters are given a formal and institutionalized structure by which they can propose new ideas in a manner which will encourage debate and discussion of the idea on the state level. The process is designed to be fair and impartial in an effort to allow all chapters', and therefore all members', voices to be heard.

The 2005-2006 State FFA Officer Team decided to alter the existing committee process, favoring a process more similar to the one used by National FFA. This design would allow for a more "grassroots" effort as the usual convention committees – state convention, leadership camp, livestock shows, and publicity – would be replaced by committees determined by specific issues submitted by chapters. The three constitutional standing committees – nominating, auditing, and state activities – would remain, with the state officer team now comprising the auditing and state activities committees.

In order for this new process to be successful, a new conference had to be created so a select group of members could analyze the submitted issues and determine which issues merited a state-level discussion at state convention. This new conference, State Leadership Delegates Conference (SLDC), invites area officers to serve as leadership delegates and gives them the authority to select the issues that become committees. Furthermore, these leadership delegates lead the committees at state convention, serving as the officers of the committees.

After SLDC is completed, the state staff is charged with the duty of providing in-depth research on each selected issue to the advisors and members around the state so they can prepare for state convention. Once convention arrives, the chapter delegates should be prepared to engage in informed debate. The committees meet at convention where issues are debated and reports are finalized. Approved committee reports are forwarded to the Executive Board for further action.

In this manual, each step of the Louisiana FFA Delegate Process will be outlined in detail, and the rules and procedures governing each component will be discussed.

# Delegate Process Outline

## **Call for ideas and sharing of delegate information**

Information regarding the Delegate Process is shared with chapters via LVATA listserv and is posted online. Chapters are invited to submit issues to the State Association for consideration by State Leadership Delegates (Area Officers). Issues are categorized by the State Association based on each issue's purpose. (November – February)

## **Review of all issues by State Leadership Delegates**

State Leadership Delegates (Area Officers) meet at State Leadership Delegates Conference (SLDC) to review and prioritize all issues. Based on the decisions of the Area Officers, priority is given to issues deemed essential for discussion at the upcoming State Convention. Issues are rated as Essential, Important, or Secondary by the State Leadership Delegates (Area Officers). (SLDC – First or Second Weekend of March)

## **Final list of issues determined**

Based on State Leadership Delegates' (Area Officers) priority lists, State Officers determine final list of issues to become delegate committees. Taken into consideration are the number of issues ranked as essential and the number of State Leadership Delegates (Area Officers) present at the conference to maintain a minimum of at least three State Leadership Delegates (Area Officers) on each committee. (SLDC)

## **Leadership delegates for committees determined**

By a lottery system, State Leadership Delegates (Area Officers) select committees on which they will serve. Each committee's Leadership Delegates then elect officers. Offices include a chair, one or two vice chairs, one or two secretaries, and one or two sentinels. Other offices can be created if necessary and if a sufficient number of Leadership Delegates are present. Adult Coordinators meet to decide which committees they will consult. Committee officers then generate research topics to be used for informational purposes prior to and during State Convention. (SLDC)

## **Research on issues conducted by State Staff and shared with Leadership Delegates**

Research topic questions are answered and fact sheets are created for each committee. These sheets are posted online and presented to committee members at State Convention. (March – May)

## **State Convention**

Committees meet at State Convention to discuss committee issues and generate recommendations. Chapter delegates are alphabetically assigned to committees to ensure equal numbers of members on each committee. After committee work is complete, committee reports are presented to the House of Delegates for final debate and consideration. Reports can be amended by the delegate body. Reports that are approved by the House of Delegates are then forwarded to the State FFA Executive Committee. (First week of June)

## **State Staff prepares feedback and forwards recommendations to State Executive Committee**

State Staff receives committee reports to be forwarded to the Executive Committee. The Staff will organize the reports and gather any necessary information to assist the Executive Committee in making appropriate decisions regarding each report. The Executive Committee reviews delegate recommendations for legality and feasibility. Executive Committee then takes appropriate action on each recommendation. (September or October)

*The following steps will only take place if there are any changes made by the Executive Committee.*

**Executive Committee actions shared with Chapters and State Leadership Delegates (Area Officers)**

Executive Committee actions and recommendations requiring further delegate consideration (ex. proposed constitutional amendments, changes to bylaws, etc.) are presented to chapters and State Leadership Delegates along with other issues before State Convention and at SLDC. (November – June)

**Delegate action on Executive Committee recommendations**

House of Delegates convenes at the next State Convention to determine action on Executive Committee recommendations. (State Convention - First week of June)

## **General Timeline of Events**

The following timeline of events should be kept in order to ensure the proper coordination of the Delegate Process:

**June** – State Officers begin planning for Area Leadership Camps

**July** – Area Leadership Camps (Area Officers are elected); begin planning of Area Officer Training

**August** – Area Officer Training (AOT)

**September-October** – Executive Committee Meeting; prepare correspondence regarding call for issues

**November-February** – Delegate information shared with chapters on November 1; issues collected from November 15 to February 1

**January** – State Officers and Delegate Process Coordinator prepare for State Leadership Delegates Conference (SLDC)

**March** – State Leadership Delegates Conference (SLDC)

**March-April** – Staff research of issues; committee information is shared with chapters by April 15

**April** – Executive Committee Meeting

**May** – Final committee preparations; committee plans due by May 1; convention information and committee assignments shared with chapters by May 15

**June** – State Convention

## Step by Step Policies and Procedures

In this section, specific instructions will be given for the effective completion of each step of the Delegate Process.

### Step 1: Call for ideas and sharing of delegate information

While the Delegate Process is a cyclical event, a time when it could be said that the process “resets” would be once chapters are invited to submit issues to the State Association. Information regarding policies and procedures governing issue submission and the process in general (information described in this manual) are sent to the chapters by the Association via LATA listserv and the state website beginning on November 1, and official collection of issues begins on November 15. Information sent to the chapters should include the following:

1. A basic outline of the Delegate Process
2. Roles and responsibilities of chapters in relation to the Delegate Process
3. A brief report of what was accomplished in the last delegate cycle
4. All due dates
5. Examples of what constitutes a good issue
6. All necessary forms
7. Contact information

Issues are received until February 15 at which time the state staff organizes the issues into categories based on similarities of intent or purpose. For example, if three issues submitted addressed the following topics, State Officer Candidacy (submitted by Chapter A), State Officer Scholarships (submitted by Chapter B), and State Officer Duties (submitted by Chapter C), these issues should all be classified into one category. If multiple categories exist, each category should be assigned a number, and each issue within the category should be assigned an issue number. Numbers will be assigned alphabetically by the chapter proposing the issue. Again, considering the previous example, the Category number could be 1, and therefore the issues, in alphabetical order would be 1-1, 1-2, and 1-3. A folder is created and given to each State Leadership Delegate at State Leadership Delegates Conference (SLDC) with each issue submission form received by the Association. This classification system greatly assists in providing order and logic for the State Leadership Delegates and State Officers who will sort through the issues.

After the February 15 deadline, the classified issues will be shared via listserv and posted on the state website. Additionally, two records of each issue should be kept, a folder with all original paperwork and an electronic record in the Delegate Process folder of the FFA Master. These records should be kept permanently, or until such a time that the Executive Secretary deems older records can be discarded.

This initial step of the process allows chapters to directly express their opinions and concerns to the State Association by submitting an issue or issues. Chapters are encouraged to hold a chapter or an officer meeting to discuss issues they feel merit a state-level discussion prior to submitting issues. All issues should be submitted on an official Issue Submission Form (see *Forms* section) which will also be sent via listserv and the website. These forms should be mailed or faxed to the State FFA Office or emailed to the Delegate Process Coordinator prior to the February 15 deadline. A more detailed description of what constitutes a good issue can be found in the *Formulating Issues* section of this manual.

## Step 2: Review of All Issues by State Leadership Delegates

Upon the completion of issue submission and categorization, the issues are forwarded to State Leadership Delegates Conference (SLDC) for consideration. At SLDC, current Area Officers, who are elected at their respective Leadership Camps, receive leadership training to prepare them to serve as State Leadership Delegates. In this role, the State Leadership Delegates are responsible for leading the delegate committees at state convention, following Robert's Rules of Order. The leadership training component of SLDC is discussed in the *State Leadership Delegate Continuum* section of this manual.

It is at SLDC that the issue selection process by which issues become committees occurs. Chapters submitting issues are invited to present testimony before the State Leadership Delegates as to why the chapter feels its issue merits discussion at state convention. Following the chapter testimony, State Leadership Delegates are allowed to ask questions of the chapter representative(s) to gain more information. Questions and answers should be limited to the facts of the issue and not discuss personal opinion. The State President will preside over the presentation of issues and the questioning session. Issues should be presented in order by category and issue number, and if necessary, a time limit on presentations and questioning can be imposed by the State Officers if needed when time constraints become an issue. Each issue should be afforded equal time for presentation and questioning.

Once all presentations and questions are complete, the State Leadership Delegates will be directed to rank each issue based on the necessity of discussing the issue at the upcoming convention. One of three rankings can be given to an issue: essential (highest priority), important (medium priority), and secondary (lowest priority). State Leadership Delegates vote by secret ballot, placing their ranking for each issue on index cards (a separate card for each issue). The cards are placed in piles corresponding to the issue number, and once voting is completed, the State Officers collect the cards to tally the votes.

Also in attendance at SLDC are eight Adult Coordinators, two agricultural education teachers chosen from each area by the State Officers and State Staff. The Adult Coordinators receive training from the State Staff at SLDC regarding their duties at State Convention (which will be discussed in more detail in the *State Leadership Delegate Continuum* section of this manual).

## Step 3: Final List of Issues Determined

Following the ranking of issues by the State Leadership Delegates, the State Officers collect the ranking cards and hold a private meeting to tally the votes for each issue. The State Officers then determine, based on the rankings, which issues will become delegate committees. When determining the committees, the State Officers make the following considerations:

1. **What are the wishes of the State Leadership Delegates?** The State Officers order the issues based on the priorities given by the State Leadership Delegates. Issues garnering the highest number of high-priority rankings typically will become committees. In theory, the State Officers reserve the right to make any issues they wish become committees regardless of the State Leadership Delegates' rankings. This right is reserved to ensure that absurd issues will not be voted in as committees. In practice, however, the State Officers follow the wishes of the State Leadership Delegates as the delegates generally use common sense when offering their rankings.

2. **How many State Leadership Delegates and Adult Coordinators are present at SLDC?** With certainty, there can only be as many delegate committees as there are Adult Coordinators as each committee needs at least one agriscience teacher providing adult supervision. However, eight committees are generally avoided as this would stretch thin the number of State Leadership Delegates serving on each committee, especially if not all thirty-two Area Officers are present at SLDC. Additionally, an excessive number of committees become chaotic when organizing for State Convention due to time and space constraints. Typically, between three and five committees are officially appointed by the State President.

Once the State Officers reach a consensus on which issues will become committees, the Executive Secretary confirms the voting and the State Officers' decision. The State Secretary then records each newly-appointed committee, and the State Leadership Delegates' ranking cards are destroyed. The committees are then revealed to the State Leadership Delegates.

The newly-formed committees are immediately posted on the state website.

#### **Step 4: Leadership Delegates for Committees Determined**

Immediately following the presentation of committees to the State Leadership Delegates, a lottery system is conducted by the State Officers during which time State Leadership Delegates choose committees to serve. The names of all State Leadership Delegates present at SLDC are placed into a hat, and as each name is drawn, the delegate will choose a committee of his or her liking. To maintain an unbiased approach, a State Leadership Delegate should not be allowed to serve on a committee if his or her chapter submitted that particular issue. The name of each committee member is recorded by the State Secretary, and after the lottery is complete, the Adult Coordinators decide amongst themselves which committees they would like to facilitate. Similarly to State Leadership Delegates, an Adult Coordinator should not serve on a committee if his or her chapter submitted the issue.

The final list of State Leadership Delegates and Adult Coordinators for each committee is compiled by the State Secretary, and the members of the committees should exchange contact information including email addresses, mailing addresses, and phone numbers.

#### **Step 5: Research Conducted by State FFA Staff and Shared With Leadership Delegates**

Prior to the conclusion of SLDC, State Leadership Delegates and Adult Coordinators will meet as a committee to determine research questions they would like to have answered regarding their committee issue. These questions are designed to advance the factual understanding of the issue and to provide State Leadership Delegates and chapter delegates at convention with information needed to make educated decisions regarding the committee issues. The questions should be restricted to gaining deeper factual knowledge on each issue and should not be crafted in a manner to promote personal feelings or opinions regarding the issue.

The questions are given to the State Staff prior to the end of SLDC, and the Staff spends the next few weeks compiling fact sheets for each issue. Once completed, these fact sheets are shared with the State Leadership Delegates and Adult Coordinators of each committee and are posted on the state website no later than April 15.

Additionally, State Leadership Delegates and Adult Coordinators for each committee should complete a committee “lesson plan” following SLDC to be given to the Delegate Process Coordinator by May 1. This plan will outline the State Leadership Delegates’ plans for running effective committees. The template for these plans can be found in the *Forms* section of this manual.

## **Step 6: State Convention**

The most important aspect of the annual State Convention is the carrying out of Association business by the chapter delegates. It is here that the delegates will meet to discuss, debate, and vote on the important issues concerning the Association. The delegate schedule for the convention should be placed on the state website no later than May 15, and the schedule will also be found in the convention program.

### *State Leadership Delegates Preparatory Meeting*

The first component of the Delegate Process at convention is the State Leadership Delegates Preparatory Meeting. This meeting is conducted by four State Officers and the Delegate Process Coordinator in a room arranged by the Convention Manager, and it begins thirty minutes prior to the start of the first Delegate Business Session. The purpose of this meeting is to ensure that State Leadership Delegates and Adult Coordinators are prepared for their committee meetings and are given instructions regarding the convention schedule and when and where to submit committee reports.

### *First Delegate Business Session*

Thirty minutes after the start of the State Leadership Delegates Preparatory Meeting, the first Delegate Business Session will commence. All official voting delegates and their advisors should be seated in their designated chairs on the delegate floor at least five minutes prior to the start of the session. After the start of the session, the Courtesy Corps will secure the entrance to the delegate floor, and no one will be allowed access. All spectators of the session should be seated off of the floor and in designated spectator seating. The Executive Secretary, the State Sentinel, the State Convention Courtesy Corps, and the Area Advisors are responsible for maintaining order during the session and enforcing all rules. Two minutes before the beginning of the session, the Executive Secretary will announce to the House of Delegates the rules for the first Delegate Business Session and the Delegate Process during convention. The rules will be determined by the Executive Secretary, the State Officers, and the Delegate Process Coordinator prior to convention and be shared with the chapters by May 15.

At the scheduled time, the State President will call the session to order. Following a brief welcome by the State President, he or she and State Secretary with the assistance of the other State Officers will call the roll of delegates. Each chapter registered for the convention will be entitled to two voting delegates, and these delegates must be members of the chapter for which they are representing. As the State Secretary calls chapters alphabetically by Area, the chapter’s representatives will stand to be counted. A tally of the delegates present on the floor for the session will be kept by the State President, the Executive Secretary, and the Delegate Process Coordinator, and to reach a quorum, at least half plus one delegate of the total number of registered delegates for the convention must be present. If there is an absence of a quorum, the Executive

Secretary and State President may choose to either delay the session to allow more delegates to enter the delegate floor or temporarily postpone the session to a later time. Due to logistical constraints during convention, every effort must be made to have delegate present at the session on time.

Once the roll call is complete and a quorum is met, business will proceed. The first Delegate Business Session must include the following items:

1. A description of the duties and responsibilities of the delegates during the convention week
2. A official vote to approve applicants for the State FFA Degree and the Honorary State FFA Degree
3. An overview of the committee issues to be discussed
4. An overview of any proposed constitutional amendments or other propositions coming before the House of Delegates

Any questions of clarification posed by official delegates or their advisors should be answered during this session. Other items may be included in the agenda as deemed necessary by the State Officers, the Executive Secretary, or the Delegate Process Coordinator. It is advisable, but not necessary, for the delegate process to be briefly discussed and for the State Leadership Delegates to be introduced before adjourning the session. The State Secretary should maintain minutes of the session and record the results of any votes taken.

Once the items of business are complete, the State President will adjourn the meeting. Official delegates should be immediately escorted to their designated committee rooms to begin committee meetings. Official delegates will be assigned to committees by the Delegate Process Coordinator prior to convention, and the committee assignments will be shared via LATA listserv and the state website by May 15. Official delegates are assigned to committees in alphabetical order by chapter with no two members of the same chapter serving on the same committee if possible. For example, see the chart below as to how delegate assignments are made. This example uses five committees.

Committee #1	Committee #2	Committee #3	Committee #4	Committee #5
Chapter A	Chapter A	Chapter B	Chapter B	Chapter C
Chapter C	Chapter D	Chapter D	Chapter E	Chapter E
Chapter F	Chapter F	Chapter G	Chapter G	Chapter H

An exception to the one delegate per chapter per committee is made if necessary to prevent chapter members from serving on a committee of their chapter proposed the issue. This situation could occur if there are too few committees.

### *Committee Meetings*

Depending on the convention schedule, delegate committee should complete their work in the time provided to them. Generally, two committee meeting times have been scheduled on consecutive days, through this is subject to change from year to year. It is the responsibility of the State Leadership Delegates and the Adult Coordinators to ensure that committees are operating effectively and efficiently within the time allotted.

The committee meetings will be called to order by the Chair, and the Secretary will call the roll. The Adult Coordinators will present the roll to the Executive Secretary and the Delegate Process Coordinator following the committee meeting. Any chapter who does not send delegates to their assigned committees will lose voting rights at all successive delegate meetings during the convention.

Following the committee plan, the State Leadership Delegates will guide the committee through the meeting. The following items must occur in the meetings:

1. At the first committee meeting, the topic should be introduced to the committee along with the sponsoring chapter and the rationale for the issue.
2. Fact sheets and other materials prepared for the committee should be given to the delegates.
3. The Chair should preside over an open and fair discussion and debate of the issue following Robert's Rules of Order.
4. If any delegate wishes to gain more information from the chapter who proposed the issue, a request can be made for a representative of the chapter to testify before the committee. Testimony and questions from the committee should last no longer than ten minutes.
5. Delegates should draft their committee reports by following this format:
  - a. Discussion on the issue begins at the direction of the chair during the first committee meeting. No main motion is needed at this point.
  - b. Once the committee reaches a consensus as to what the recommendation should be, a delegate should make a motion saying, "I move that this committee recommend the following..." Once a second is received, the motion will be discussed, and amendments can be made. The final report should be acceptable to an overwhelming majority of the committee in order to provide a report that is not easily defeated on the floor.
6. A final committee report should be formed and approved by a majority of the members of the committee. The report will be documented by the Secretary, submitted and signed by the Chair and Vice Chair, and witnessed by the Secretary.
7. The official committee report should be given by the Secretary to one of the State Vice Presidents.

The Secretary should record the minutes of the meetings and record results of any votes taken. Once the committee work is complete, the Chair will adjourn the committee, and the report will be forwarded to the House of Delegates for a final vote.

### *Second Delegate Business Session*

At least one other Delegate Business Session should be scheduled at each convention. The same procedures will apply as in the first delegate session, with the exception that only official voting delegates will be allowed on the delegate floor. The Executive Secretary, the State Secretary, and the Delegate Process Coordinator will be seated on the side of the delegate floor in front of the State President and not obscured from view. The State Secretary should record the minutes of the session and record the results of any votes taken. The Executive Secretary and the Delegate Process Coordinator should secure the documented records of all committee recommendations and other delegate actions to be added to the Association records and be forwarded to the State Executive Committee if necessary.

Following roll call, the following items must occur:

1. Election of State Officers and Area Advisors (included campaign speeches)
  - a. Ballots are counted by the Executive Secretary and a small group of his or her choosing.
2. Presentation, discussion, and voting on delegate committee reports
3. Presentation, discussion, and voting on program of activities and auditing committee reports
4. Discussion and voting on constitutional amendments or other propositions

Delegates should be made aware that once the session adjourns, no other delegate business will occur until the next convention or unless a special session is called by the State President.

### **Step 7: Staff prepares feedback and forwards recommendations to State Executive Committee**

Following the conclusion of State Convention, the Executive Secretary and the Delegate Process Coordinator should prepare all committee resolutions and other delegate actions requiring executive approval to be forwarded to the State Executive Committee. Finalized committee reports and other actions should be forwarded in their final-approved versions. Any other information or research necessary for presentation to the Executive Committee should be made under the direction of the Executive Secretary. Minutes of the Delegate Business Sessions along with final reports and actions should be shared via the LATA listserv and be posted on the state website by July 1.

The State Executive Committee typically meets in late September or early October. The Committee will consider the recommendations made by the House of Delegates and determine the most appropriate course of action for each issue. The role of the Executive Committee is to determine the feasibility and legality of each recommendation and act in accordance with the wishes of the House of Delegates and the Association Constitution. Executive Committee actions could result in an immediate enacting of delegate recommendations or other actions deemed necessary (such as a referral to a task force or other governing body or entity).

The Executive Committee will meet again in the spring, typically in early April, and any final proposals to the House of Delegates will be made at this time.

### **Step 8: Board items shared with chapters and SLDC representatives**

By November 1, the Delegate Process Coordinator will share actions of the State Executive Committee with the chapters via LATA listserv and the state website. Any actions taking immediate effect will be officially announced by the Executive Secretary. Items to be sent before the House of Delegates at the next convention will be shared with the chapters and with the State Leadership Delegates at the next SLDC.

### **Step 9: Delegate Action on Board Items**

Items from the Executive Committee requiring final approval of the House of Delegates (such as constitutional amendments or dues changes) will be prepared by the Delegate Process Coordinator and be included on the agenda of the next Delegate Business Session. Regular procedures for delegate sessions at convention will be followed.

## Formulating an Issue

At the heart of the Delegate Process is the ability of local chapters to submit issues to the Association felt to be worthy or necessary of a statewide discussion. This process provides a stable method by which any issue, no matter how trivial or controversial, can be given a fair and honest presentation before the Association.

### *Criteria for Developing Issues*

To ensure the quality and effectiveness of proposed issues, chapters should be instructed to consider the following criteria when composing an issue. This information should be shared with the chapters on the November 1 information day. The criteria are:

1. What is the specific problem that needs to be addressed?
2. How is this problem affecting the Association?
3. Who, specifically, is affected by this problem?
4. What should be done to correct the problem?
5. Why is it in the best interest of the Association to implement the proposals of the issue?

Chapters should remember that issues do not necessarily need to address only negative problems *per se* or be a reaction to a negative event. Issues can represent positive, proactive measures meant to improve the Association without an actual cause for action. The key is for chapters to propose issues that will be to the benefit of the entire Association.

### *Possible Issue Topics*

There are no specific categories under which issues must fall. However, the following topics are broad themes that include most potential issues:

1. Chapters – relating to chapter duties, responsibilities, and privileges within the Association and the relationship between chapters and the Association
2. Association Policies and Procedures – relating to the way by which the Association is operated and managed
3. Membership – relating to duties, responsibilities, and privileges within the chapters and the Association; could include rules, dues, officers, etc.
4. Programs – relating to any programs, opportunities, or events operated by the chapters or the Association and any aspects related to the effective management of these programs; could include Supervised Agricultural Experiences, Career Development Events, conferences, etc.

This list is not all-encompassing, and no issue can be disregarded without receiving proper review and scrutiny from the State Leadership Delegates.

The following is a list of issues that were part of the Delegate Process from previous years:

1. To create a scholarship program for State FFA Officers
2. To establish a State FFA Camp
3. To reduce the number of State Officers from 10 to 6
4. To create a statewide community service project
5. To realign the Louisiana's FFA Areas

### *Sources of Issues*

While no formal procedure is required for chapters to initially conceive an issue(s), it is recommended that the chapter as a whole commit to and participate in the drafting of an issue(s). Ideally, issues should be proposed by:

1. Individual chapter members
2. Chapter officers
3. Chapter advisors
4. Chapter committees

To formally submit an issue(s) to the Association, it must be submitted and endorsed by a chapter; however, the idea can come from outside sources, such as FFA supporters, former members, or other legitimate people who were formerly or currently associated with FFA. This process should not, under any circumstances, be used by anyone outside of the Association to exert influence on the state's policies, programs, or activities.

# Forms

The following are the different forms and applications used throughout the delegate process. These forms and applications can be altered as needed.

## *Initial Letter to Advisors*

November 1, 2008

Dear Teachers,

We hope that the semester has been great for everyone and that you are all looking forward to a wonderful holiday season. The time is upon us once again for the Issue Submission for the 2008-2009 Delegate Process. This process is now in its third year of existence, and it has allowed members and chapters to have a much stronger voice in the Association. Your chapter now has the opportunity to submit issues to be reviewed at State Leadership Delegates Conference which will be held in Walker, LA on February 28 – March 1, 2009. We ask that you please share this information with your members and take an active role in the continuing success of our Association as well as the organization. The 2008-2009 State Officers have taken an active role in promoting a better Association, and this is your opportunity to make your contribution.

An example of the success of the Delegate Process not only on the State Level, but on the National Level is the opportunity for Middle School students to compete in CDEs at National Convention. Last year, this issue was passed at state convention and forwarded onto the National Delegate Process. The Leadership Delegates at State Presidents Conference all agreed that it should become a committee, and at the 2007 National Convention, it was debated and passed on the Delegate Floor. Pending a vote from the Board of Supervisors, it is set to go into action. This is just one example of what our young Delegate Process has accomplished.

The State FFA Office is now accepting issues and will continue doing so until **February 15, 2009**. Your issues can either be faxed to the office at **225/578-0802** or mailed to:

**Louisiana Association of FFA  
124 Old Forestry Bldg.  
Baton Rouge, LA 70803**

We have attached a copy of this year's issue submission form. Please remember that your issues should pertain to functions of the state association and/or to topics that your chapter would like to forward to National FFA for a national debate. Examples of issues that could be submitted include but are not limited to:

- Issues pertaining to Career Development Events (e.g., rules, site rotations, development of new CDEs, etc.)
- Suggestions for improvement of State FFA Convention/Area Leadership Camps
- New leadership/career development opportunities for members
- Suggestions for improvement of livestock shows
- Area/State Officer issues (e.g., officer activities, duties, responsibilities)
- Issues that can be submitted to National FFA (these could be issues that Louisiana can submit to National FFA for discussion in the national delegate process; e.g., allowing for middle school members to compete in national CDEs, etc.)

**Chapters submitting issues will be allowed to send representatives to SLDC to explain their issue and clarify any questions the leadership delegates may have. We strongly encourage this in order to ensure that your issue is properly understood at SLDC.**

As FFA advisors, your cooperation is crucial for this process to be a continued success. Please encourage your students to take an active role in thinking of possible issues for your chapter to submit. This will be a wonderful opportunity for each of your students to have a voice in the direction of our association for years to come, and we hope that they will approach this opportunity with enthusiasm and an open mind.

If you have any questions regarding issue submittal or the delegate process, please contact us at **225-578-5749** or email Cade LeJeune at [cleje18@lsu.edu](mailto:cleje18@lsu.edu). Thank you for your cooperation and we look forward to your participation in this process.

Sincerely,

Cade LeJeune  
Delegate Process Coordinator

## *Issue Submission Form*

Louisiana Association of FFA  
**2008 - 2009 Issue Submission Form**  
Type or print legibly

**DUE FEBRUARY 15, 2009**

Chapter submitting issue \_\_\_\_\_

The Issue - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rationale as to why the Louisiana Association of FFA should make the suggested change and/or send to National FFA.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

**Chapter President:** \_\_\_\_\_

**Chapter Secretary:** \_\_\_\_\_

**Chapter Advisor(s):** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Will you send a representative to State Leadership Delegate Conference?**

Yes \_\_\_ No \_\_\_

*Sample Committee Information Sheet*

## **2008 Louisiana FFA Delegate Process**

# Delegate Committee Information Sheet

## Committee 3

**Issue: to create a workshop at State Convention for students planning to serve as members of the Area Nominating Committees or as Area Officer Candidates**

Facts:

1. Currently, there are no deadlines for Area Officer Candidates applications or Area Nominating Committees. Candidates are allowed to bring their applications directly to camp, and nominating committee members sign up on site. It is possible that this workshop could be open to any *potential* officer candidate or nominating committee members, but logistically, we would definitely need a final number of participants, most likely no later than May 1.
2. Whether or not this workshop would be mandatory would be a decision made by the members of the delegate committee and forwarded as a recommendation to the House of Delegates.
3. Each of the workshops we offer at State Convention is facilitated by special guests, keynote speakers, or past state officers. It is a fair statement that those of us working on staff for Convention would be unavailable to facilitate the workshop because we are too busy with other activities. Ideally, this type of workshop would need to be conducted by someone with knowledge of how the area processes work, either by a former officer or an advisor.
4. There would most likely be no increased expense for the Association to conduct these workshops because room use at the convention center is not based on a per-room use; rooms are included in the entire package. The only costs the Association would have to absorb would be for supplies and materials. For chapters bringing their students to Convention and Camp, there probably would not be an increased number of students participating due to the fact that most times, students running for Area Officer or serving on the Area Nominating Committee are already the more active members of the chapter and would be going to Convention and Camp regardless of this workshop. The decision on how to raise funds would be left to the chapters to decide, even if this workshop were to be made mandatory.

### Sample State Convention Committee Lesson Plan

<b>PURPOSE:</b> Write in your committee's issue in this block.	<b>LOGISTICS:</b> Supplies: 1 flip chart, markers, 2 legal pads, Staff feedback information from research, rope, cups, etc.
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	Set-up: Head table w/ podium, theater style seating for 100 people (this is how all of the committee rooms will be originally set. chairs can be moved by committee to create talking circles)
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**AGENDA:**

- I. Welcome – 2 minutes (Nicholas Cole, Chair)
- II. Introduction of Leadership Delegates – 1 minute (all LD’s)
- III. Icebreaker Activity – “Name Game” – 15 minutes (John Doe, Vice Chair)
  - A. Instructions – students will break up into groups of 20 and stand in a circle away from all other groups. The first person in the group will say their name, chapter, and favorite FFA activity. The next person will have to repeat all the information of the student/s before them and then add their own information. Keep going like this till everyone meets one another. Give any further instructions.
- IV. Orientation of Delegate Process – 10 minutes (Nicholas Cole, Chair)
  - A. Using SLDC handbook, go over the new delegate process adopted by the LA FFA Association. Explain how it involves the local level more and deals with serious issues.
- V. Communicate Purpose or desired outcome of the group – 20 minutes (all LD’s), remember to maintain unbiased in the presentation of this information.
  - A. Here you will present what your committee is about, what you are trying to decide on, and provide any background information obtained through discovery process or research. Do not allow questions at this time

\*\*You will continue going on in this manner. Be sure to provide more detail and information that I have and include all the steps that will be addressed in one particular meeting (e.g. Meeting #1 lesson plan should address steps 1-9. Then do a separate lesson plan for Meeting #2 which should incorporate a review from the day before, finish up any work not completed from first meeting and then complete step 10). This should help everyone out.

*Example Committee Report*

**Issue Committee #1: Improvement of Official Dress at State Convention**

Whereas, the proper use of official dress at convention should be encouraged, promoted, and supported.

**Be it resolved that the Improvement of Official Dress at State Convention Committee recommends the following:**

1. Send information regarding proper official dress to advisors on attractive, colorful flyers, and/or pamphlets with their State Convention planning guide.
2. Display guidelines at State Convention detailing what proper official dress entails.
3. Create an incentive program for students to wear proper official dress at State Convention.

**On behalf of committee members, this report respectfully submitted June 7, 2006, by:**

Committee Chair: Cade LeJeune of Midland

Committee Vice Chair: Chance Snow of Choudrant

*The committee recommendation passed by majority vote of the committee.*

**Witnessed by committee secretary:**                      Emily Hand of Denham Springs

# State Leadership Delegate Continuum

One of the most crucial aspects contributing to the successful execution of the Delegate Process is maintaining an informed and prepared group of Area Officers to serve as State Leadership Delegates. To meet this need, a series of leadership training events were compiled into the State Leadership Delegate Continuum to prepare Area Officers for their roles in leading the Delegate Process. The events are, in order:

1. Area Leadership Camp
2. Area Officer Training
3. State Leadership Delegates Conference
4. State Convention

The following sections discuss each event and the components of each as related to the Delegate Process.

## *Area Leadership Camp*

The main function of Area Leadership Camp is the election of Area Officers. These officers will in turn serve as State Leadership Delegates. It is also recommended that the chapter delegates present at camp receive from the State Officers training regarding the Delegate Process and its functions.

The election process for Area Officers is typically headed by the Area Advisor. The State Officers and Staff should provide any resources needed to facilitate the Area nominating committee. Area Officer candidates are permitted to arrive on-site with their officer applications. Following the nominating committee process, elections will take place as provided by Robert's Rules of Order.

Immediately following the election of Area Officers, the Delegate Process Coordinator, or someone in his or her stead, should provide the Area Officers with all needed information regarding their service as Area Officers and State Leadership Delegates. Contact information should be collected from each officer including names, telephone numbers, email addresses, and physical addresses.

## *Area Officer Training*

Near the beginning of the school year and before mid-September, Area Officer Training should be held to prepare Area Officers for their year of service. It is the responsibility of the Delegate Process Coordinator to secure a facility (preferably a high school with an FFA chapter that is willing to donate the space), to procure any meals necessary for the conference (by sponsorship if possible), providing all materials needed by the State Officers, and to provide all necessary information to Area Officers and Advisors and State Officers regarding schedules and the location of the conference.

The State Officers will determine the content to be taught and will write all scripts and workshops. This content typically should include some mixture of leadership and Delegate Process training. The Executive Secretary will have final approval over all aspects of the conference.

## *State Leadership Delegates Conference*

To prepare for effective committees at State Convention, State Leadership Delegates Conference should offer Area Officers all of the information they need to serve as State Leadership Delegates. The Delegate Process Coordinator is responsible for securing a facility (preferably a sponsored site); reserving rooming for Area Officers and Adult Coordinators, State Officers, and State Staff; procuring meals for the duration of the conference (by sponsorship if possible); providing all needed materials to the State Officers;

and sharing all necessary information regarding schedules and the location of the conference with all attendees and presenters.

Area Officers and Adult Coordinators should receive initial information via email regarding SLDC two months prior to the conference. Invitees should receive reminders by email each week, and invitees should return registration forms to the State FFA Office no later than two weeks prior to the conference. If items such as T-shirts are to be given to the attendees, all information necessary for proper creation and distribution of the items should be collected in a timely manner that will not place undue burden on the State Staff or State Officers. Logistics of the conference should be completely arranged no later than two weeks prior to the conference. *(Revised 12-17-08)* Overall sponsorships should be sought for this conference whether from the Louisiana FFA Foundation or from other sources.

The State Officers will provide a dynamic training experience for the Area Officers focusing on the Area Officers' duties and authority as State Leadership Delegates. The content should include the following elements:

1. Understanding the Delegate Process
2. Area Officers roles as Leadership Delegates
3. How to facilitate committees
4. Presentation, discussion, and selection of issues
5. Committee preparation and research questions

Ideas for the conference should be compiled by the State Officers and developed into a way that gives the State Leadership Delegates a sense of empowerment. Some ideas can be drawn from the State President's and State Secretary's experiences at State Presidents' Conference.

Eight Adult Coordinators (two from each Area) should be chosen no later than one month before SLDC by the State Officers and State Staff. *(Revised 12-17-08)* The Adult Coordinators should be asked to serve based on a situation in which each Coordinator serves a three-year term, and these terms should be staggered. The Delegate Process Coordinator will meet with the Adult Coordinators at SLDC to discuss the following:

1. Understanding the Delegate Process
2. Adult Coordinators' roles
3. How to assist the State Leadership Delegates in facilitating committees
4. How to promote the Delegate Process to other advisors

Before the end of the conference and after officers have been determined for each committee, State Leadership Delegates and Adult Coordinators should be given a timeline of activities to complete prior to convention. Research questions should be completed and provided to the Delegate Process Coordinator before leaving SLDC, and committee "lesson plans" should be sent to the Delegate Process Coordinator by May 1.

### *State Convention*

State Leadership Delegates complete their duties by serving as the officers of delegate committees at State Convention. Upon arrival at convention, the State Leadership Delegates and Adult Coordinators will be given the State Leadership Delegates Preparatory Meeting. This meeting is conducted by four State Officers and the Delegate Process Coordinator in a room arranged by the Convention Manager, and it begins thirty minutes prior to the start of the first Delegate Business Session. The purpose of this meeting is to ensure that

State Leadership Delegates and Adult Coordinators are prepared for their committee meetings and are given instructions regarding the convention schedule and when and where to submit committee reports. The committee officers should be given all materials as requested in their committee “lesson plans.”

Following the introduction of the State Leadership Delegates in the first Delegate Business Session, they will call their meetings to order. The State Leadership Delegates should apply all of the information they have received through the year to maintaining effective committee meetings. It is the duty of the State Leadership Delegates, with the assistance of the Adult Coordinators, to facilitate meaningful debates and to guide the committees toward well-constructed committee reports. State Leadership Delegates should avoid using persuasive tactics in the committee rooms, and once the reports are brought to the House of Delegates, the State Leadership Delegates should lead the debate and discussion of each report.