

2016-2017 State Officer Handbook



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PURPOSES

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer sciences and related occupations.

MISSION

The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through family and consumer sciences. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FCCLA MOTTO

The motto, "Toward New Horizons," is a challenge to all members, officers, and advisers. It reminds us that our contributions to home life today will influence the kinds of homes we have tomorrow; and that the family life we have will influence the community and the world.

EMBLEM

The emblem of the Family, Career and Community Leaders of America shows that FCCLA is a dynamic, active organization bound for the future. The dominant collegiate lettering articulates a focus on education and student leadership. The logo is red, the color of the rose, as a sign of strength. The swooping arrow arch is a common motif in today's designs and definitely embodies an active organization that moves toward new arenas.

CASE STATEMENT

Use this statement for promoting the organization.

“ Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through Family and Consumer Sciences Education.”

General Responsibilities of State Officers

You have been elected by the members of the Louisiana FCCLA organization to serve a state officer. This is an honor and must be your top priority for the 2015-2016 school year. During your term of office you are representing our state, your school and family. Your actions should reflect the values of the Family, Career and Community Leaders of America organization.

As a Louisiana FCCLA state officer you are required to know and understand all aspects of FCCLA. This should include but not be limited to the Creed, Tagline, and National programs and bylaws of our state organization.

State Officer Duties and Responsibilities

- Shall participate in all scheduled and called meetings of the state association.
- Shall be familiar with the duties of the state office.
- Shall carry out responsibilities of their respective offices and other duties assigned by the State President and the State Adviser.
- Shall be familiar with *Robert's Rules of Order, Newly Revised*.
- Shall be well groomed and wear official uniform while serving in an official capacity.
- Shall work closely with the State Adviser and local adviser.
- Shall direct the development and implementation of state projects.
- Shall send first of the month reports by the deadline to the State President.
- Make school visits to local chapters to discuss FCCLA and encourage further participation in the state and national organization.
- Communicate with the State Executive Council, State Adviser and other appropriate parties on a regular basis.
- Shall notify the State Adviser when unable to attend a scheduled meeting and/or fulfill an assigned or appointed responsibility due to personal sickness, death in the immediate family or family emergencies. The State Adviser must have a written notification postmarked at least one week in advance or a phone call followed by written notification of an intended absence. Written notification shall be an "official letter" from the state officer, not a parent/guardian. The letter must be signed by both the state officer and by the officer's parent/guardian.

Qualifications and Officer Description

Deadline: All forms must be postmarked by **February 5** and mailed to Mrs. Kayla McGuire, Louisiana FCCLA State Adviser.

Qualifications for State Officers

The officer candidates shall be elected from outstanding pupils in family and consumer sciences/family and consumer sciences related occupations programs. The officer candidate must be classified as a sophomore or junior. Each candidate shall have the following additional qualifications:

- Active membership in an affiliated chapter for one or more years.
- One or more years of family and consumer sciences and/or family and consumer sciences related occupations courses.
- Enrollment in family and consumer sciences and/or family consumer sciences related occupations courses at some time in the fiscal year of election; the student must be enrolled during some point in the fiscal year in office.
- An above-average scholastic rating (2.5 grade point average or above for state officers; except national officer candidates, which shall be a 3.0 grade point average and above.)

Officer Description

- The **President** shall preside over all business of the organization and of the State Executive Council; appoint, after consultation with the State Adviser, the chairpersons and members of all executive council committees; and be a member ex-officio of all State Executive Council committees.
- The **1st Vice President** shall assume responsibility in the absence of the President; shall keep the minutes of all State meetings and meetings of the State Executive Council; shall prepare and print a state officer and state adviser directory; and shall preside at one of the general sessions of the State Leadership Meeting; and keep records of all monies received and disbursed by the State Organization.
- The **Vice President of Community Service** shall provide leadership in planning and implementing the organization's community service programs.
- The **Vice President of Membership** shall provide leadership in planning and implementing programs for membership promotion implementing programs for

individual development and recognition, and development and shall serve on the National Membership Team.

- The **Vice President of Public Relations** shall provide leadership in planning and implementing the organization's public relations programs and prepare and print the Program of Work and Calendar of Events, design the state newsletter to be posted on the Louisiana FCCLA website The Vice President of Public Relations shall serve on the National Connections Team.
- The **Vice President of STAR Events** shall provide leadership in planning and implementing the State STAR Events program.
- The **Junior Representative** shall work with middle and junior high schools to strengthen existing programs or create new middle level chapters.
- The **National officer Candidate** shall represent Louisiana FCCLA in the national elections held at the National Leadership Conference. If the candidate is not elected to the National FCCLA Executive Council then they shall assist in fulfilling current officer responsibilities.

Louisiana State Officer Code of Conduct

1. Behavior at all times should reflect the values and goals of your family, your school, and your state and national FCCLA organizations.
2. Substance abuse, including use of alcohol, illegal drugs or misuse of prescription drugs, smoking or other tobacco usage is not acceptable for state officer. Participation in any of the above will result in automatic termination of office.
3. Drinking mock alcoholic beverages is prohibited.
4. If an officer is found responsible for stealing or vandalism, the officer and his/her parents will be expected to pay the damages. Officer will be removed from position on State Executive Council
5. Inappropriate physical contact with other state officers or members is not acceptable.
6. Sexual misconduct, sexually explicit material and/or behavior are strictly prohibited.
7. Avoid places and activities which would raise questions as to moral character or conduct.
8. Use wholesome language in all formal and informal occasions
9. Avoid participation in any conversation which belittles another person.
10. Officers will represent the organization in a professional manner at all times including through social networking such as Face book, MySpace, Twitter, etc. Officers should inform the State Director of any social media networks that may be used during term of office. Officer may be asked to take down a site during the term of office if posting is conflicting with the goals and image of the organization.
11. All officers will abide by curfew times at all Louisiana FCCLA and National FCCLA meetings.
12. The dress code will be followed at all times.
13. Officers should be punctual and meet all assigned deadlines and be prepared for all FCCLA activities and assignments.

Term of Office

The term of office shall be for one year upon installation of office and to conclude at the next State Leadership Conference.

Vacancies

In the event any office becomes vacant, the office shall be filled by the officer candidate receiving the next highest number of votes on the ballot. The student must be enrolled in a family and consumer sciences and/or family and consumer sciences related occupations course. If the student is not enrolled, the President and the State Adviser shall appoint a successor. In the event that there is a vacancy in the office of President, the 1st Vice President becomes President and the candidate with the next highest number of votes for an at-large position assumes the office of 1st Vice President. If a Regional Vice President office becomes vacant, a State Officer Candidate from that region may fill that vacancy. If there is no regional candidate, the at large candidate with the highest number of votes may fill that vacancy.

Removal of State Officer

State officers may be removed from office for one of the following:

- Violations of the Code of Conduct.
- Lacks sufficient preparation and readiness for meetings.
- Not fulfilling officer duties and responsibilities.
- Excessive absences from scheduled activities.
- Unexcused absence from a scheduled and/or called meeting.
- School suspension at discretion of adviser but be reported to State Adviser for final decision.
- Conviction of criminal misdemeanor or felony charge.
- Substance abuse, including use of alcohol, illegal drugs or misuse of prescription drugs, smoking or other tobacco usage.
- Failure to maintain a 2.5 average or higher with no failing grades at the end of the school semester.
- Disorderly conduct, including but not limited to improper sexual behavior, immodest dress, and derogatory behavior or remarks whether in person, or on the Internet or on other electronic communications/devices while running for or serving as a state officer as determined by the State Adviser.
- Not attending a school within the region representing.
- Moving out of region elected to represent.
- Conducting him/ her in an unprofessional manner.

Removal Process will include the following steps:

1. **Filing a Complaint:** A state officer, chapter adviser must file a written complaint with the State Adviser.
2. **Notification and Inquiry:** The State Officer involved will be notified that an inquiry is being conducted regarding a complaint.
3. **Notification to the LA FCCLA Board of Directors** After a conclusive Investigation, the State Adviser will inform the Advisory Board of the findings, and recommendation for further action.
4. **Probation:** If the infraction is of a serious nature or not correctable, then the State Adviser will recommend to the Advisory Board that the Officer be removed immediately.
5. **Appeal:** The Advisory Board shall have the final decision on all disciplinary termination or probation with regards to state officers.

Official Dress for State Officers

Official Red Blazer purchased through the National FCCLA vendor.

Girls: Black skirt (to the knee or below, no side slits), white button-down blouse, Tabasco tie, barely black stockings and black shoes (closed toed pumps, no straps). Black dress slacks may be worn at required functions in place of black skirt.

Boys: Black slacks, white button-down oxford shirt, FCCLA tie, black socks and black dress shoes.

Louisiana FCCLA red polo , black FCCLA polo, and white FCCLA polo or additional FCCLA shirts

Conferences, Meetings and Expenses

Mandatory attendance is required for the following :(If you are unable to attend the mandatory events then you will not be allowed to remain in office)

- **State Officer /Regional Officer Training Workshop** (*June 1-5 Location TBA*)
- **National Leadership Conference** (July 5-10, 2015)
- **Fall Leadership Rally and SEC Meeting** (September TBA) Tall Timbers Camp in Alexandria
- **Winter State Executive Council Meeting** (Nov. 2015 or January , 2016 Ruston, LA).
- **State Leadership Conference** in the year elected and in the year of service (March 12-14, 2016 , Louisiana Tech University)
- **All Executive Council Meetings called by the State Adviser**

- **State President will be required to attend special meetings and presentations assigned by the State Adviser.**

Attendance for the following is strongly encouraged:

- *(Dates listed are actual NLC dates. Reserve additional 2 days before & after meeting for travel/tours)*
- **Cluster Conference** (Dallas Texas, November 14-16, 2015)

State officers are required to purchase the official uniform. Louisiana FCCLA will pay \$125 towards National Leadership Conference expenses if funds are available. The state association will also pay for expenses such as hotel, at CTSO, Fall Leadership Retreat, Winter SEC, State Leadership Conference and any State Executive Council meeting called by the State Adviser unless funds are not available for all events. State Officers are expected to reach personal goal for developing partnerships. These funds pay for State Leadership Conference expenses and aide in developing future sponsor relationships for our organization.

State Officer Adviser Expenses:

- Mileage will need to be paid by parish CTE supervisors or local chapter
- If an overnight SEC meeting is required adviser lodging and meals will be paid for by the Louisiana FCCLA association unless funds are not available.
Examples: SEC meeting day before Fall Leadership Rally, January SEC Meeting, Rehearsal Day before State Leadership Conference

State Officer Adviser Attendance:

- State Officer advisers are required to attend CTSO training.
- Encouraged to attend National Leadership Conference with your state officer.
- SEC meeting prior to Fall Leadership Rally.
- January SEC meeting.
- SEC Meeting prior to State Leadership Conference. Once State Leadership Conference begins you are asked to stay with your chapter.

PARLIAMENTARY PROCEDURE:

All state officers are required to know Parliamentary Procedure before beginning their term of office.

Gen. Henry M. Robert, in his works Roberts Rules of Order, Revised says: "Know all about parliamentary law, but do not try to show off your knowledge. Never be technical, or stricter than is absolutely necessary for the good of the meeting. Use your judgment; the assembly may be of such a nature through its ignorance of parliamentary usage, and its peaceable disposition, that strict enforcement of the rules, instead of assisting, would greatly hinder business; BUT in large assemblies, where there is much work to be done, and especially where there is liability to trouble, the only safe course is to require a strict observance of the rules."

- POINT 1 Parliamentary procedure is the application of parliamentary law to the business of a meeting.
- POINT 2 Its purpose is to ensure order, expedite business, and maintain justice--in short, to enable an organization to accomplish the purpose for which it was organized.
- POINT 3 The underlying principles upon which parliamentary law are founded are: (a) justice and equality; (b) one thing at a time; (c) rule of the majority; and (d) rights of the minority.
- POINT 4 The first thing to learn in parliamentary procedure is the correct way to make a MOTION (after being recognized by the chair); "I MOVE..." not "I make a motion..."
- POINT 5 A motion is a declaration that the maker favors a proposition, which he wishes the assembly to take action on. The maker of the motion may vote against it, but is not permitted to speak against it.
- POINT 6 Any motion is out of order that is absurd or is contrary to an adopted rule, action, or civil law; or that even deals with a question already in possession of the BODY (tabled, committed, or postponed); also, if made when the pending Order of Business does not include it.
- POINT 7 A motion that limits, or interferes with, the privileges of a member or of the assembly requires a 2/3 vote.
- POINT 8 In debate, a member may only speak on a question twice, and never more than ten minutes at a time; and not a second time unless all who wish to speak have been given an opportunity.
- POINT 9 All remarks are addressed to, and through, the CHAIR when debating a question.
- POINT 10 Voting in most deliberative assemblies is done VIVA VOCE (by voice), unless the rules of the organization specify some other method such as by ballot, raising of hands, rising, etc.
- POINT 11 The president may vote when his or her vote will change the results--i.e.,
- POINT 12 It is not necessary for the gavel to be used after each order of business is completed. The gavel is used to open a meeting, to bring order during a meeting, and may be used for adjournment. It should lie on the presiding officer's table until needed.
- POINT 13 Any officer who has served the major portion of a term is considered to have served a TERM; and, if in the case of a president, they are entitled to the title of "past president" even though having served but a few days.

- POINT 14 The PARLIAMENTARIAN does not make decisions for the assembly. He or she interprets bylaws, and gives rulings or opinions when called upon by the presiding officer, but the presiding officer MAKES THE DECISION.
- POINT 15 A motion "to instruct the secretary to cast the ballot" in an election where there is but one candidate for an office is OUT OF ORDER, if the bylaws of the particular organization provided that selection shall be by ballot. The ballot is secret, and no one can cast your vote for you.
- POINT 16 The presiding officer does not have the authority to close debate. The motion ordering THE PREVIOUS QUESTION stops debate at once, and the other puts the question on the pending question. A 2/3 vote is required to stop debate.
- POINT 17 Nominations do not require a second, but brief "seconding speeches" may be allowed.
- POINT 18 The motion "to accept the report of the nominating committee" is not in order. Following the report, the presiding officer immediately calls for nominations from the floor for each office, and if none are made after time has been given, declare nominations closed. Election proceeds according to the bylaws of the organization.
- POINT 19 The recording secretary is not required to address the chair when rising to read the minutes. Being called upon by the chair is sufficient recognition. Only action of the assembly is recorded in minutes.
- POINT 20 A quorum is the number of members required to transact business. If not specified in the bylaws, a majority of the membership is considered a quorum.

HANDLING MOTIONS AND AMENDMENTS

How is new business introduced or a decision made? By a main motion:

1. Member rises and addresses chair - "Madame President" or "Mr. President"
2. Chair recognizes member (except in urgent matters) - "Ms. ----"
3. Member makes a motion - "I move that ----"
4. Chair calls for a second - "Is there a second to the motion?"
5. Motion is seconded by another member - "I second the motion"
6. Chair calls for debate, if motion is debatable - "Is there any discussion?"
7. Chair puts the question (takes the vote)
8. Chair stands and states the results
"The motion carries" or "the motion fails." Then the chair announces what action the chapter has just decided upon, as "We will buy a new computer," or, if failed, "We will not buy a new computer."

HOW can a motion be amended?

1. "I move to amend the motion by..." inserting or adding a word, phrase, or sentence; or striking out or inserting a word or phrase; or substituting a sentence or a paragraph.
2. "I second the motion to amend."
3. Chair - "It has been proposed to amend the motion to read as follows..." Chair then states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a main motion.
4. Discussion - "Is there any discussion?"
5. Question - "If there is no further discussion, the question is..."
6. Vote - "All in favor of the amendment? All opposed?"
7. Chair announces the result - "The amendment is carried (or defeated). The motion now before the chapter is...(motion plus the amendment)." Chair states the original motion, as amended. Steps 4-5-6-7 follow.

A motion may not have more than two amendments pending at the same time, an amendment and an amendment to that amendment. If two, vote on the amendment to the amendment first. Put that amendment, if carried, in the original amendment. Then, put the amended amendment to vote. If carried, finally vote on the motion as amended. Substitute amendments or motions require two votes; one to substitute and another to adopt the motion, which has been substituted.

To change the order of business requires a 2/3 vote.

The chair, when he/she finishes an item on the order of business, always announces the next one.

KEY WORDS TO KNOW FOR PARLIAMENTARY PROCEDURE

1. CHAIR: the presiding officer
2. AGENDA: items of business or discussion to be brought up at a meeting
3. QUESTION: by calling for the question (motion) any member of the assembly can attempt to close discussion or debate on the motion before the assembly
4. GAVEL: used to obtain and maintain order
5. ADJOURN: to end the meeting
6. MINUTES: notes taken at a meeting
7. MOTION: a formal proposal that certain action be taken
8. MAIN MOTION: brings before the assembly some new subject upon which action of the assembly is desired
9. RECESS: to provide a short intermission in the meeting
10. AMEND: to change the wording of a motion
11. SECOND A MOTION: to ask that a motion be voted upon - "I second the motion"
12. MAJORITY VOTE: more than 1/2 of votes
13. STATING THE QUESTION: after closing debate or discussion and before taking a vote, the presiding officer restates the motion (question)
14. 2/3 VOTE: more than twice as many votes in either affirmative or negative
15. BALLOT: method of voting that requires tellers, and secrecy is the object
16. ROLL CALL: method of voting that is used to expose the vote to the public
17. DEBATE: to consider the arguments for or against
18. QUORUM: the number of people in attendance that are required to conduct legal business
19. STANDING COMMITTEE: usually long-term committees provided for in the bylaws
20. BYLAWS: rules that govern the organization

HOW TO CONDUCT A MEETING

Points to Ponder on Parliamentary Procedure

You are the servant of the assembly. Always remember:

1. Begin the meeting on time. Members will make every effort to be there if they know the meeting will begin at the specified time.
2. Be sure a quorum is present before beginning the business portion of the meeting.
3. Always keep the meeting under control. Limit the debate on the part of any one individual in the interest of keeping the meeting on the subject. Use the gavel of authority when necessary.
4. Conduct your meeting according to parliamentary law.
5. Refer to yourself as "the chair".
6. Be impartial at all times.
7. Always stand when presenting business or directing the group in action. It is permissible to sit down while the business is being transacted or matters are under discussion on the floor.
8. When you want to enter the debate, leave your chair and do your talking from the floor. If you want to make or discuss a motion personally, do so from the floor. You may give information, but not opinion, while in the chair.
9. Always remember that when you leave the chair, the meeting must be relinquished to the vice president or other person whom you designate.
10. If some member wants to suspend the regular order of business, it must be done by formal motion and be carried by a 2/3 vote. This helps many times to keep the members "on the ball".
11. Recognize any member who wishes to speak, but always the one standing first.
12. Do not permit discussion until a motion is made, seconded, and stated by the chair. Be sure that a second is received; a motion with no second should be ignored.
13. Sit down after granting the floor to a member and remain seated while the member discusses the question.
14. State motion clearly and, before taking a vote, be sure that all understand what the question is upon which they are voting.
15. Announce the vote and the result of the vote.
16. When the membership is voting, it is better for the chair to refrain from voting and thus remain impartial. (Except when there is a tie vote; the chair votes to break the tie, by ballot)
17. Require all remarks to be addressed to the chair. Don't permit members to discuss the question among them, nor address questions or remarks to each other.
18. Permit the vice president to put a question to vote if the question concerns the president alone.
19. Close the meeting on time, but not too abruptly.

Be poised, and have a good posture. Remember to pick up the gavel before addressing the assembly, but never speak until all is quiet. Always speak in a strong, clear voice in order to attract and hold the attention of your audience.